

# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 21 April 2020**

**Commencing at 6.00pm**

**Council Chambers,  
Hopetoun**

# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council to be held at Hopetoun Council Chambers on Tuesday, 21 April 2020 – commencing at 6.00pm.

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## **1. Declaration of Opening / Announcements of Visitors**

Prior to commencement of this electronic meeting Council Members and other attendees who connected by electronic means were tested and confirmed.

The Presiding Member to declared the meeting open at 6.00pm.

The Presiding Member welcomed Council Members and staff receiving the broadcast of this electronic meeting, which is conducted in accordance with Section 14D of the *Local Government Act 1996*.

## **2. Attendance / Apologies / Approved Leave of Absence**

COUNCILLOR'S: Cr Keith Dunlop – (in person) (Shire President)  
Cr Julianne Belli – (e-connection) (Deputy Shire President)  
Cr Ian Goldfinch – (e-connection)  
Cr Thomas Major – (e-connection)  
Cr Mark Mudie – (e-connection)  
Cr Graham Richardson – (e-connection)

STAFF: Gavin Pollock – (in person) (Chief Executive Officer)  
Les Mainwaring – (in person) (Director of Corporate & Community Services)  
Graham Steel – (in person) (Director Technical Services)  
Kim Bransby – (in person) (Executive Assistant)

APOLOGIES: Nil.

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

## **3. Announcements by the Presiding Member**

Cr Dunlop provided notice a late Agenda Item from the Director Corporate and Communities, Les Mainwaring, to be tabled and discussed at Item 17.2.1 in relation to the Election Date for the Extraordinary Election as previously discussed at the Special Council Meeting 2 April 2020, resolution 31/20.

## **4. Response to Previous Public Questions Taken on Notice**

Nil.

## **5. Public Question Time**

Nil.

## **6. Petitions / Deputations / Presentations / Submissions**

Nil.

**7. Applications for Leave of Absence**

Nil.

**8. Disclosures of Interest**

Nil.

**9. Confirmation of Minutes of Previous Meetings**

**9.1 Ordinary Council Meeting Minutes 17 March 2020 (Attachment Mustard)**

**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Moved: Cr Goldfinch**

**Seconded: Cr Mudie**

**Res: 34/20**

**Recommendation:**

**That the Minutes of the Ordinary Meeting of the Council of the Shire of Ravensthorpe held at Munglinup Community Centre, Munglinup on 17 March 2020 be confirmed.**

**Voting Requirements: Simple Majority**

**6/0**

**9.2 Special Council Meeting Minutes 2 April 2020 (Attachment Blue)**

**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Moved: Cr Major**

**Seconded: Cr Belli**

**Res: 35/20**

**Recommendation:**

**That the Minutes of the Ordinary Meeting of the Council of the Shire of Ravensthorpe held in the Council Chambers, Ravensthorpe on 2 April 2020 be confirmed.**

**Voting Requirements: Simple Majority**

**6/0**

## **10. Reports of Committees of Council**

- Audit Committee Full Council
- Bushfire Advisory Committee Member - Cr Major  
Deputy - Cr Mudie
- CEO Performance Review Committee Member - President  
Member - Deputy President  
Member - Cr Mudie

## **11. Reports of Council Delegates on External Committees**

- Goldfields Voluntary Regional Organisation Of Councils (GVROC) Delegate - President  
Delegate - Cr Goldfinch  
Proxy - Deputy President
- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Cr Goldfinch
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Belli  
Delegate – Cr Norman  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Cr Belli  
Proxy - Cr Norman
- Munglilup Community Group Delegate - Cr Norman  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate - Cr Belli  
Proxy - Cr Norman
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie

- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie
- Fitzgerald Biosphere Implementation Group Delegate - Cr Richardson  
Proxy - Cr Mudie
- Hopetoun Recreation Management (HDRA) Delegate - Cr Dunlop  
Proxy - Cr Goldfinch
- Ravensthorpe Historical Society Delegate - Cr Goldfinch  
Proxy - Cr Norman

CEO provided comment he had received notification from the Acting Secretary of the Ravensthorpe Progress Association on 3 April 2020, the Association had dissolved.

CEO noted due to resignation of previous member an Agenda Item will be presented to Council following the Extraordinary Election regarding delegates and proxies for the External Committees.

## **12. REPORTS FROM COUNCILLORS**

### **Cr Keith Dunlop (President)**

- 2 April 2020 – Special Council Meeting
- 3 April 2020 – LEMC
- 8 April 2020 – RHFF
- 9 April 2020 – Webinar WALGA Minister Templeman MLA
- 16 April 2020 – Phone meeting with Chief Executive Officer
- 17 April 2020 – LEMC

### **Cr Julianne Belli (Deputy President)**

- 31 March 2020 – Ravensthorpe Community Resource Centre
- 2 April 2020 – Special Council Meeting
- 7 April 2020 – Audit Committee Meeting

### **Cr Ian Goldfinch**

Nil.

### **Cr Thomas Major**

Nil.

### **Cr Mark Mudie**

Nil.

### **Cr Graham Richardson**

Nil.

## **13 Office of the Chief Executive Officer**

Nil.

## **14. Directorate of Corporate and Community Services**

### **14.1 Schedule of Fees and Charges 2020/2021**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>15 April 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Schedule of Fees and Charges 2020/2021 (Attachment Light Green)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

As part of the budget preparation process council needs to review the fees and charges which it wishes to set for the coming financial year.

#### **Background:**

A review of the fees and charges to be imposed is carried out annually as part of the budget process.

#### **Comment:**

The 2020/2021 schedule of fees and charges has been formulated using the 2019/2020 year as a basis. It is proposed that the fees are only rounded to the nearest \$5.00 with no percentage increase due to the COVID-19 pandemic and State of Emergency. There has been a comprehensive review of all programmes with the addition of many new fees and charges to cover all areas of business more thoroughly, including an overhaul of the Environmental Health Fees to bring the Shire of Ravensthorpe fees in line with the City of Albany as our Contracted Environmental Health Officers (EHO). Childcare fees have not increased and a “Short Day” fee has been added to better cater for family needs within the community.

The schedules have been reviewed by the relevant officers for their input into any alterations or additions to the individual business units.

#### **Consultation:**

Councillors  
Chief Executive Officer  
Director Corporate and Community Services  
Director of Technical Services  
Manager of Childcare Services  
Administration Officers

#### **Statutory Environment:**

Sections 6.16 and 6.17 of the Local Government Act 1995 (Imposition of fees and charges and Setting the level of fees and charges) Clauses 24 & 25 of the Local Government (Financial Management) Regulations 1996 (Service charges & fees and charges).

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

Setting of fees and charges is an integral part of the budget preparation.

#### **Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental:** There is no known significant environmental considerations.
- **Economic:** There is no known significant economic considerations.
- **Social:** There is no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Mudie**

**Seconded: Cr Goldfinch**

**Res: 36/20**

**Recommendation:**

**That Council**

1. **Adopt the 2020/2021 Schedule of Fees and Charges as presented.**
2. **Endorse the adopted 2020/2021 Schedule of Fees and Charges to be implemented and effective from the 1 July 2020.**

**Voting Requirements Absolute Majority**

**6/0**



## **14.2 Monthly Financial Report – 31 March 2020**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer</b>	<b>Director Corporate and Community Services</b>
<b>Date:</b>	<b>15 April 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for March 2020 (Attachment Yellow)</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary:**

In accordance with the *Local Government Financial Management Regulations (1996)*, Regulation 34, a local government is to prepare a monthly Statement of Financial Activity for approval by Council.

### **Background:**

Council is requested to review the March 2020 Monthly Financial Reports.

### **Comment:**

The March 2020 Monthly Financial Reports are presented for review.

### **Consultation:**

Chief Executive Officer.

### **Statutory Environment:**

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996 apply.

### **Policy Implications:**

Nil.

### **Financial Implications:**

All expenditure has been approved via adoption of the 2019/20 Annual Budget, or resulting from a Council Motion for a budget amendment.

### **Strategic Implications:**

Strategic Community Plan 2014 – 2024

Theme 4 – Civic Leadership: 4.2 High quality corporate governance, accountability & compliance.

### **Sustainability Implications:**

- **Environmental:** Not applicable to this specific recurring report.
- **Economic:** Not applicable to this specific recurring report.
- **Social:** Not applicable to this specific recurring report.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Belli**

**Seconded: Cr Richardson**

**Res: 37/20**

**Recommendation:**

**That Council receive the 31 March 2020 Monthly Financial Reports as presented.**

**Voting Requirements: Simple Majority**

**Carried: 6/0**

**14.3 Schedule of Account Payments – March 2020**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Senior Finance Officer  
**Authorising Officer:** Director Corporate and Community Services  
**Date:** 14 March 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 31 March 2020  
 Credit Card Transactions to 04 March 2020  
 Creditors List of Account Paid March 2020  
 (Attachment Red)  
**Previous Reference:** Nil

**Summary:**

This item presents the schedule of payments for Council approval in accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

**Background:**

Period 01/07/2019 to 31/03/2020.

**2019/2020**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	670	1,739,001	135,848	3,843	1,781	1,881,144	275,274
Aug	9,391	736,269	51,773	7,094	1,260	805,788	188,496
Sep	21,940	428,530	144,319	<b>12,630</b>	2,857	610,277	241,584
Oct	892	490,678	113,137	9,015	420	614,142	233,232
Nov	20,449	789,186	37,772	6,412	0	853,820	242,169
Dec	14,227	373,429	50,545	17,620	0	455,821	349,953
Jan	15,567	395,595	66,327	8,351	0	485,840	247,361
Feb	17,550	565,741	168,401	2,831	0	754,523	255,946
Mar	27,093	317,625	91,762	7,684	0	444,164	253,445
Apr						0	
May						0	
Jun						0	
<b>Total</b>	<b>127,780</b>	<b>5,836,054</b>	<b>859,885</b>	<b>75,481</b>	<b>6,319</b>	<b>6,905,519</b>	<b>2,287,461</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

**Comment:**

This schedule of accounts as presented, submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costing's and the amounts shown have been paid.

**Consultation:**

Senior Finance Officer.  
 Director Corporate and Community Services.

**Statutory Environment:**

Regulation 13 (1) – (3) of the *Local Government (Financial Management) Regulations*

**Policy Implications:**

Nil.

**Financial Implications:**

This item address Council’s expenditure from Trust and Municipal funds which have been paid under delegated authority.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental:** Not applicable to this specific recurring report.
- **Economic:** Not applicable to this specific recurring report.
- **Social:** Not applicable to this specific recurring report.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Belli**

**Seconded: Cr Richardson**

**Res: 38/20**

**Recommendation:**

**That Council endorse:**

**Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of March 2020 be noted.**

**Voting Requirements: Simple Majority**

**Carried: 6/0**

## **15. Directorate of Technical Services**

Nil.

## **16. Elected Members Motions of Which Previous Notice Has Been Given**

## **17. New Business or Urgent Business Introduced by Decision of the Meeting**

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

### **17.1 Elected Members**

#### **17.2 Officers**

**Moved: Cr Belli**

**Seconded: Cr Goldfinch**

**Res: 39/20**

**Resolution:**

**That Council accept Item 17.2.1 being heard and dealt with.**

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

#### **17.2.1 Election Date for Extraordinary Election**

<b>File Reference:</b>	<b>GV.CC1 &amp; GV.EL.11</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Director Corporate and Communities</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>20 April 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Letter Western Australian Electoral Commissioner 20 April 2020 and Election Timetable (Attachment Orange)</b>
<b>Previous Reference:</b>	<b>Special Council Meeting 2 April 2020 Item 5.1 Resolution 31/20</b>

#### **Summary:**

Following the resignation of Cr Ken Norman the Council notified the Electoral Commissioner of its intention to hold an extraordinary election for the vacated position and engage the electoral commission to administer and run the election process. The Electoral Commissioner has suggested an alternative timeline with an election date of 31 July 2020 instead of 14 July 2020.

#### **Background:**

On the 24 March 2020 Cr Norman forwarded an email of resignation to the Chief Executive Officer stating the resignation was effective immediately. The Chief Executive Officer notified the Shire President followed by all Councillors of Cr Norman's resignation. On the 31 March 2020 Cr Norman provided a formal signed letter of resignation to the Chief Executive Officer.

At the Special Council Meeting held 2 April 2020, Council resolved to:

- *thank Cr Ken Norman for his service as a Councillor since October 2019.*
- *approve the Chief Executive Officer advising the Electoral Commissioner of Cr Ken Norman's resignation and to request approval to conduct an extraordinary election on the 14 July 2020.*
- *request the Chief Executive Officer to engage the electoral commission to administer and run the extraordinary election process via a postal vote only.*
- *request the Chief Executive Officer to include an allocation in the 2020/21 annual budget for expenditure to engage the electoral commission to administer and run the extraordinary election process.*

**Comment:**

Cr Norman's resignation was effective immediately on the 24 March 2020.

Council are required to nominate a suitable date to hold the extraordinary election for the vacated position and engage the electoral commission to administer and run the election process. Under the Local Government Act 1995 (the Act) the extraordinary election date can't be more than 4 months from the resignation date, which would be 24 July 2020.

The Electoral Commissioner has reviewed their timeline of requirements and has advised that at present the earliest they can deliver an extraordinary election is 31 July 2020, instead of the previously resolved date of 14 July 2020.

The Electoral Commissioner has discretion under the Act to approve an extension to the 4 month timeline if the date is acceptable to the local government.

**Consultation:**

Western Australian Electoral Commission

Western Australian Local Government Association (WALGA)

**Statutory Environment:**

*Local Government Act 1995 - Division 4 — Extraordinary elections*

4.8. *Extraordinary elections*

- (1) *If the office of a councillor or of an elector mayor or president becomes vacant under section 2.32 an election to fill the office is to be held.*
- (2) *An election is also to be held under this section if section 4.57 or 4.58 so requires. (4.57 Less candidates than vacancies or 4.58 death)*
- (3) *An election under this section is called an extraordinary election.*  
*[Section 4.8 amended: No. 2 of 2012 s. 10.]*

4.9. *Election day for extraordinary election*

- (1) *Any poll needed for an extraordinary election is to be held on a day decided on and fixed —*
  - (a) *by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or*
  - (b) *by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).*
- (2) *The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, **unless the Electoral Commissioner approves** or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.*

- (3) *If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —*
- (a) *fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and*
  - (b) *advise the CEO of the day fixed.*

4.10. *Extraordinary election can be held before resignation has taken effect*

*If a member resigns —*

- (a) *the vacancy is to be regarded for the purposes of sections 4.8(1) and 4.9 as occurring when the CEO receives the notice of resignation even if the resignation takes effect on a later day; but*
- (b) *the election day fixed for the extraordinary election cannot be earlier than one month before the resignation actually takes effect.*

**Policy Implications:**

Nil.

**Financial Implications:**

That an allowance be made in the 2020/21 annual budget to engage the Electoral Commission to conduct the required extraordinary election in July 2020.

**Strategic Implications:**

It is important to note during this time Council will be operating with 6 councillors until the extraordinary election is conducted.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)



**Risk Matrix:**

<b>Consequence</b>		<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<b>Likelihood</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Goldfinch**

**Seconded: Cr Richardson**

**Res: 40/20**

**Recommendation:**

**That Council:**

**Approve the Chief Executive Officer advising the Electoral Commissioner to request approval to conduct an extraordinary election on the 31 July 2020, instead of 14 July 2020.**

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

## **18. Matters Behind Closed Doors**

**Moved: Cr Mudie**

**Seconded: Cr Belli**

**Res: 41/20**

### **Council Decision**

In accordance with section 5.23 (2) of the *Local Government Act 1995*, the meeting closed to members of the public for this item as the following subsection applies:

- a) a matter affecting an employee/employees
- b) the personal affairs of any person
- c) a matter that if declared, would reveal –
  - i) a trade secret
  - ii) information that has a commercial value to a person
  - iii) information about the business, professional, commercial, financial affairs of a person.

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

### **18.1 Confidential – Tender 03-2019/20 Bushfire Mitigation Activities Fund Program**

**File Reference:** CA.TE.1  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Community Emergency Services Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 14 April 2020  
**Disclosure of Interest:** Community Emergency Services Officer listed as reference for Tendering contractor  
**Attachments:**

- a) Confidential Attachment – Evaluation Report
- b) Tender Document – 03-2019/20
- c) Confidential Attachments – Tenders Received
- d) Confidential Attachment – Works & Price Schedule (Attachment Grey)

**Previous Reference:** Nil

**Moved: Cr Goldfinch**

**Seconded: Cr Major**

**Res: 42/20**

### **Recommendation:**

### **That Council:**

- **Accept the Tender submitted by Indiji Flora (ABN 49 354 104 732) to deliver the Shire of Ravensthorpe Bushfire Mitigation Activities Program for the 2019/20 financial year.**
- **Delegates the formation and execution of the Contract of engagement to the Chief Executive Officer, subject to negotiating any variations (of a minor nature) prior to entry to Contract.**
- **Endorses that if a Contract with Indiji Flora (ABN 49 354 104 732) is not executed within thirty (30) business days from the tender acceptance the Chief Executive Officer is authorised to review alternative tender options, within the same price range provided by Indiji Flora.**

**NB: The Bushfire Mitigation Activities Program is 100% funded by DFES.**

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

## **18.2 Confidential Item - Purchase Replacement Prime Mover**

**File Reference:** PE.FM.1  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Director Technical Services  
**Authorising Officer:** Chief Executive Officer  
**Date:** 16 April 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Plant Assessment Report - 16 April 2020  
(Attachment Pink)  
**Previous Reference:** Nil

**Moved:** Cr Major **Seconded:** Cr Mudie **Res:** 43/20

**Recommendation:**

**That Council:**

**Endorse the Chief Executive Officer purchasing a Mack Trident Primer Mover from Truck Centre WA in accordance with required specification and supporting quote.**

**Voting Requirements: Absolute Majority** **Carried: 6/0**

**18.16pm DCCS – Les Mainwaring, DTS – Graham Steel and A/EA – Kim Bransby left the meeting and did not return.**

**Moved:** Cr Belli **Seconded:** Cr Major **Res:** 44/20

**Recommendation:**

**That Council move out from behind closed doors and the meeting be declared back open to the public.**

**Voting Requirements: Absolute Majority** **Carried: 6/0**

## **19. Closure of Meeting**

The Presiding Member undertook a final roll call of attendees of Elected Members.

**COUNCILLOR'S:** Cr Keith Dunlop – (in person) (Shire President)  
Cr Julianne Belli – (e-connection) (Deputy Shire President)  
Cr Ian Goldfinch – (e-connection)  
Cr Thomas Major – (e-connection)  
Cr Mark Mudie – (e-connection)  
Cr Graham Richardson – (e-connection)

**STAFF:** Gavin Pollock – (in person) (Chief Executive Officer)

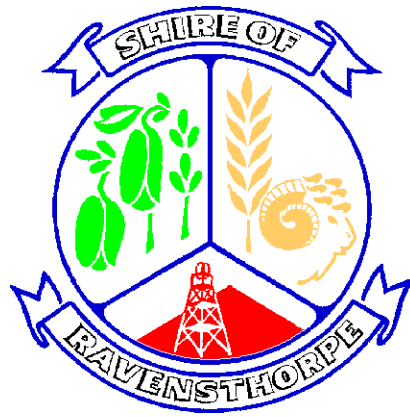
The Presiding Member declared the meeting closed at 6.38pm.

These minutes were confirmed at the meeting of the 19 May 2020.

Signed:   
(Presiding Person at the meeting of which the minutes were confirmed.)

Date: 19 May 2020

# ATTACHMENT



# **MINUTES**

**Ordinary Council Meeting**

**Tuesday, 17 March 2020**

**Commencing at 6.00pm**

**Munglinup Community Centre,  
Munglinup**

# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council to be held at Munglinup Community Centre on Tuesday, 17 March 2020 – commencing at 6.00pm.

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**1. Declaration of Opening / Announcements of Visitors**

The Presiding Member to declare the meeting open at 6.01pm.

**2. Attendance / Apologies / Approved Leave of Absence**

COUNCILLOR'S: Cr Keith Dunlop (Shire President)  
Cr Ian Goldfinch  
Cr Thomas Major  
Cr Mark Mudie  
Cr Ken Norman

STAFF: Gavin Pollock (Chief Executive Officer)  
Les Mainwaring (Director of Corporate and Community Services)  
Graham Steel (Director Technical Services)  
Kim Bransby (Acting Executive Assistant)

APOLOGIES: Cr Julianne Belli (Deputy Shire President)  
Cr Graham Richardson

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC:

Gavin Gibson Rachael Gibson  
Cassidy Whiting Cate Fethers

**3. Announcements by the Presiding Member**

Cr Dunlop provided notice, a Memo with fifteen (15) action points from the Chief Executive Officer, Gavin Pollock, to be tabled and discussed at item 17.1 in relation to COVID-19.

**4. Response to Previous Public Questions Taken on Notice**

Nil.

**5. Public Question Time**

Nil.

**6. Petitions / Deputations / Presentations / Submissions**

Nil.

**7. Applications for Leave of Absence**

Nil.

**8. Disclosures of Interest**

Nil.



**9. Confirmation of Minutes of Previous Meetings Held 18 February 2020**

**9.1 Ordinary Council Meeting Minutes 18 February 2020 (Attachment Green)**

**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 21/20**

**Decision:**

**That the Minutes of the Ordinary Meeting of Council held in the Council Chambers, Ravensthorpe on 18 February 2020 to be confirmed true and correct.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## **10. Reports of Committees of Council**

- Audit Committee Full Council
- Bushfire Advisory Committee Member - Cr Major  
Deputy - Cr Mudie
- CEO Performance Review Committee Member - President  
Member - Deputy President  
Member - Cr Mudie

## **11. Reports of Council Delegates on External Committees**

- Goldfields Voluntary Regional Organisation Of Councils (GVROC) Delegate - President  
Delegate - Cr Goldfinch  
Proxy - Deputy President
- Great Southern Regional Road Group Delegate - Cr Mudie  
Proxy - Cr Goldfinch
- Local Emergency Management Committee (LEMC) Delegate - President  
Proxy - Deputy President
- Development Assessment Panel (DAP) Delegate - Cr Belli  
Delegate - Cr Norman  
Proxy - Cr Goldfinch  
Proxy - Cr Major
- Hopetoun Progress Association Delegate - Cr Richardson  
Proxy - Cr Goldfinch
- Ravensthorpe Progress Association Delegate - Cr Belli  
Proxy - Cr Norman
- Munglinup Community Group Delegate - Cr Norman  
Proxy - Cr Major
- Community Liaison Committees Delegate - President  
Delegate - Deputy President  
Proxy - CEO  
Proxy - DCCS
- Hopetoun Community Resource Centre Delegate - Cr Dunlop  
Proxy - Cr Richardson
- Ravensthorpe Community Resource Centre Delegate - Cr Belli  
Proxy - Cr Norman
- South Coast WALGA Zone Delegate - President  
Proxy - Deputy President
- Fitzgerald River National Park Delegate - Cr Richardson  
Proxy - Cr Mudie

- Ravensthorpe Agricultural Initiative Network (RAIN) Delegate - Cr Major  
Proxy - Cr Mudie
- Fitzgerald Biosphere Implementation Group Delegate - Cr Richardson  
Proxy - Cr Mudie
- Hopetoun Recreation Management (HDRA) Delegate - Cr Dunlop  
Proxy - Cr Goldfinch
- Ravensthorpe Historical Society Delegate - Cr Goldfinch  
Proxy - Cr Norman

## **12. Report from Councillors**

### **Cr Keith Dunlop (President)**

Cr Keith Dunlop advised he attended the Ravensthorpe Historical Society Museum meeting on 7 March 2020 and provided an outline of information discussed.

### **Cr Julianne Belli (Deputy President)**

Nil.

### **Cr Ian Goldfinch**

Nil.

### **Cr Thomas Major**

Cr Thomas Major advised he attended the BFAC meeting on 10 March 2020 and provided an outline of information discussed.

### **Cr Mark Mudie**

Nil.

### **Cr Ken Norman**

Nil.

### **Cr Graham Richardson**

Nil.

## **13 Office of the Chief Executive Officer**

### **13.1 Compliance Audit Return – 2019**

<b>File Reference:</b>	<b>GR AU1</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Director Corporate and Community Services</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 March 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Ravensthorpe Compliance Audit Return 2019 (Attachment Grey)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

This report recommends the adoption of the Local Government Compliance Audit Return for the period 1 January 2019 to 31 December 2019.

#### **Background:**

Section 7.13(i) of the Local Government Act 1995 requires that each local government completes a Compliance Audit Return for each calendar year for the period 1 January to 31 December.

The document is provided by the Department of Local Government, Sport and Cultural Industries (DLGSCI) in a prescribed manner and is designed to be a tool of self-assessment by local governments allowing identification of areas where compliance has been met or is not applicable for that particular year. It also provides guidance for improvement in instances of non-compliance.

The Audit Committee at its meeting held on the 17 March 2020 resolved:

*That the Audit Committee recommend to Council that;*

*Council adopt the Compliance Audit Return for the period 1 January 2019 to 31 December 2019 and that it be forwarded to the Department of Local Government, Sport and Cultural Industries after certification by the Shire President and Chief Executive Officer.*

#### **Comment:**

The Compliance Audit Return for 2019 includes 104 compliance questions (95 last year), which requires Yes or No answers, however where an item has not occurred during the calendar year a response of not applicable (N/A) is provided. The areas of compliance this year have focused on commercial enterprises by local governments, delegation of powers, disclosures of interest, disposal of property, elections, finance, integrated planning and reporting, employees, official conduct optional questions and tenders for providing goods and services.

The 2019 return has been completed in good faith to the best of available records and the knowledge of senior officers.

Instances of non-compliance have been detailed below with comments;

1. Has the local government adopted a Corporate Business Plan (In progress 2020).
2. Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year (In progress 2020).
3. Has the local government adopted a Strategic Community Plan (In progress 2020).
4. Has the local government reviewed the current strategic community plan (In progress 2020).
5. Has the local government developed an assets management plan that covers all asset classes (In progress 2020).

6. Has the local government developed a Long Term Financial Plan (In progress 2020).
7. Has the local government developed a Workforce Plan (In progress 2020).
8. Did the CEO review the appropriateness and effectiveness of the local governments financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2) (c) within 3 years prior to 31 December 2019 (Planned for 2020 given the disruption of 2019).
9. Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with local government (Audit) Regulation 17 within three years prior to 31 December 2019 (Planned for 2020 given disruption of 2019).
10. Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019 (Approved extension to 25 October 2019).

After the Compliance Audit return has been presented to Council, a certified copy of the return, signed by President and Chief Executive Officer, along with the relevant section of the minutes and any additional information detailing the contents of the return are to be submitted to the DLGSCI by 31 March of each year.

**Consultation:**

Chief Executive Officer  
Audit Committee

**Statutory Environment:**

Section 7.13 *Local Government Act 1995*.  
Regulations 14 & 15 *Local Government (Audit) Regulations 1996*.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

**Environmental:**

There are no significant Environmental items for consideration.

**Economic:**

There are no significant Economic items for consideration.

**Social:**

There are no significant Social items for consideration.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Mudie**

**Seconded: Cr Goldfinch**

**Res: 22/20**

**Decision:**

**That Council adopt the Compliance Audit Return 2019 for the period 1 January 2019 to 31 December 2019 and that it be forwarded to the Department of Local Government, Sport and Cultural Industries after certification by the Shire President and Chief Executive Officer.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## **13.2 Cocanarup Timber Reserve – Letter of Support**

<b>File Reference:</b>	<b>EM.PR.3</b>
<b>Location:</b>	<b>Cocanarup Timber Reserve</b>
<b>Applicant:</b>	<b>Cocanarup Conservation Alliance Inc.</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11 March 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Presentation 4 February 2020, Conserving the Cocanarup – Kundip area and its Carnabys (Attachment Mustard)</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary:**

The Cocanarup Conservation Alliance Inc. (CCA) are seeking support from Council to have the Cocanarup Timber Reserve assessed and classed as an “A Class Reserve”.

### **Background:**

The CCA attended the Shire of Ravensthorpe Corporate Discussion meeting on the 4 February 2020 and provided a presentation regarding the value of the Cocanarup Timber Reserve.

As part of the presentation the CCA are seeking a letter of support from the Shire of Ravensthorpe in applying to the minister of lands to have the area classed as an “A Class Reserve”.

### **Comment:**

If the Cocanarup Timber Reserve is assessed and changed to an “A Class Reserve” this will prevent any mining activity in the reserve and may restrict any public or tourism access.

It is important that the Shire of Ravensthorpe is involved in all discussions regarding but not limited to the following items:

- Ongoing management and conservation controls or programs
- Road access to the reserve
- Firefighting and mitigation works
- Promotion and Tourism
- Future public amenities and infrastructure

### **Consultation:**

Full Council  
Executive Team  
Cocanarup Conservation Alliance Inc.

### **Statutory Environment:**

*Local Government Act 1995 and Lands Administration Act.*

### **Policy Implications:**

Nil.

### **Financial Implications:**

No identified financial implications at this stage.

### **Strategic Implications:**

The outcome needs to complement the sustainability of the environment and promote economic progression or tourism opportunities within the Shire of Ravensthorpe.

**Sustainability Implications:**

**Environmental:** There are significant environmental impacts that need to be considerations.

**Economic:** There are significant economic benefits to the community that need to be considerations.

**Social:** There are no known significant social impacts for considerations.

**Risk Implications:**

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Low (4)
Risk Impact / Consequence	Low (4)
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (4)

**Risk Matrix**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 4 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Recommendation:**

**That Council;**

1. **Endorse the Chief Executive Officer providing a letter of support to the Cocanarup Conservation Alliance Inc. for the Cocanarup Timber Reserve being assessed for a potential “A Class Reserve”.**
2. **Requesting the Chief Executive Officer to express this is only a letter of support and the importance of the Shire of Ravensthorpe being involved in all discussions of possible approvals regarding but not limited to the following items:**
  - **Ongoing management and conservation controls or programs**
  - **Road access to the reserve**
  - **Firefighting and mitigation works**
  - **Promotion and Tourism**
  - **Future public amenities and infrastructure**



Cr Goldfinch requested the following amendment be made to point 1 of the recommendation that the resolution read:

- 1. Endorse the Chief Executive Officer providing a letter of support to the Cocanarup Conservation Alliance Inc. for the Cocanarup Timber Reserve and Cocanarup-Kundip area being assessed for a potential “A Class Reserve”.**

**Moved: Cr Goldfinch**

**Seconded: Cr Norman**

**Res: 23/20**

**Decision:**

**That Council:**

- 1. Endorse the Chief Executive Officer providing a letter of support to the Cocanarup Conservation Alliance Inc. for the Cocanarup Timber Reserve and Cocanarup-Kundip being assessed for a potential “A Class Reserve”.**
- 2. Requesting the Chief Executive Officer to express this is only a letter of support and the importance of the Shire of Ravensthorpe being involved in all discussions of possible approvals regarding but not limited to the following items:**
  - Ongoing management and conservation controls or programs**
  - Road access to the reserve**
  - Firefighting and mitigation works**
  - Promotion and Tourism**
  - Future public amenities and infrastructure**

**Voting Requirements: Absolute Majority**

**Carried: 5/0**

### **13.3 Hopetoun Oval Irrigation System – CSRFF Application**

**File Reference:** GS.PR.10 & A14129  
**Location:** Shire of Ravensthorpe – Hopetoun Sports Oval  
**Applicant:** Shire of Ravensthorpe  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 11 March 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous References:** Nil

#### **Summary:**

Council to consider endorsing the Chief Executive Officer to submit a funding application to the Department of Local Government, Sport & Cultural Industries (DLGSCI) under the Community Sporting & Recreation Facilities Fund (CSRFF) – Small Grants for one third funding towards the installation of an irrigation system at the Hopetoun Ovals.

#### **Background:**

The Hopetoun ovals (cricket/hockey and football ovals) are currently manually watered by a single travelling irrigator. This methodology consumes significant Shire resources as it takes five full days to water each oval per fortnight and a full time person is required to monitor and move the irrigator daily. Additionally, watering during the day is not an efficient use of water, as during the summer when the temperature is high, water is lost to evaporation before it is able to soak into the ground, and watering during extremely hot days causes grass leaf burn. With limited watering capacity due to oval use and the Shire’s current drought declared status, lawn coverage is minimal in patches, which is exacerbated through heavy use. Hopetoun Primary School, Southerners Sporting Club and Hopetoun Cricket Club have requested that the Shire consider alternative watering methods that may improve the consistency of the lawn and enhance the safety of users, whilst also being water efficient.

DLGSCI administers the CSRFF program, with the purpose of providing State Government financial assistance to Local Government Authorities and local community groups (up to one third of the total capital cost), to develop well-planned facilities for sport and recreation.

In order to assist with the evaluation of submissions and to ensure projects are viable and appropriate, DLGSCI has developed “Key Principles of Facility Provision”. Accordingly, each submission is to be assessed against those criteria.

Under the provision, Local Government Authorities are required to rate and prioritise submissions using the following guide:

RATE	DESCRIPTION
A	Well planned and needed by the municipality
B	Well planned and needed by the applicant
C	Needed by the municipality, more planning required
D	Needed by the applicant, more planning required
E	Idea has merit, more preliminary work needed
F	Not recommended

Each Local Government Authority is required to assess and prioritise the applications before forwarding all documentation to the Goldfields Office of the DLGSCI no later than Tuesday 31 March 2020.

Applications will be evaluated and ranked by relevant State Sporting Associations and the CSRFF Assessment Panel, prior to the outcome being announced by the Minister for Sport and Recreation. Funds for successful applications will become available mid 2020.

One (1) application was received for the current Small Grants round as follows:

*1. Shire of Ravensthorpe – Hopetoun Ovals Irrigation Installation*

**Comment:**

Recent consultation with Hopetoun Primary School, Southerners Sporting Club and Hopetoun Cricket Club confirms the need for automatic irrigation systems for the ovals. There are no other sporting grounds in Hopetoun and this infrastructure is heavily utilised by the local and regional communities throughout the year.

If the funding submission to DLGSCI is successful, DLGSCI will only allocate funding towards eligible project items that meet the DLGSCI priorities and objectives. The funding from DLGSCI is one third of the cost for these identified items, not one third of the total project cost and the Shire is required to commit the matching two thirds to DLGSCI's one third.

Applicants have the opportunity to seek a Development Bonus based on criteria including Geographical Location, Sustainability, Co-location and Increased Participation. If successful with the Development Bonus request, there is the potential to receive up to 50% of eligible item costs, however it is necessary for the applicant to confirm two thirds of total project costs, in the event the Development Bonus is not awarded.

**Consultation:**

Full Council  
Shire Executive Team  
Southerners Sporting Club  
Hopetoun Cricket Club  
Hopetoun Hockey Club  
Hopetoun Primary School  
Tammy King, Grants Empire  
Erin Bond, DLGSCI  
Environmental Industries

**Statutory Environment:**

*Local Government Act 1995.*

**Policy Implications:**

N/A.

**Financial Implications:**

Council is required to allocate a contribution towards this Project in the 2020/21 financial year. Although a Development Bonus is being sought, the funding program is typically oversubscribed and therefore funds are limited. Therefore, the sum of \$188,283 (ex gst) is to be allocated in the 2020/21 financial year, being two thirds of projects costs as per the CSRFF guidelines. In the event that the Development Bonus is successful, the Shire's contribution will be reduced accordingly.

It is anticipated that the sum of \$188,283 (ex gst) would be funded via the Shire allocation of \$1,000,000 allocated for application under the Drought Community Program – Extension announced on the 28 November 2019.

**Strategic Implications:**

This Project and grant application align with the Shire’s Strategic Community Plan 2014-2024 as follows:

- Theme 3 – Adequate services and infrastructure to cater for the community.  
 Outcome 3.5 – Provision and maintenance of recreation and community resources.  
 Strategy 3.5.1 - Maintaining and improving recreational and community resource facilities in the Shire.

**Sustainability Implications:**

**Environmental:**

The automatic irrigation system will increase water efficiency due to not having to be operational for five consecutive full days and losing water to evaporation.

**Economic:**

There are no known significant economic item for considerations.

**Social:**

There are significant social considerations as if the oval is not watered correctly this will result in a poor sports surface and will effect social sports in Hopetoun.

**Risk Implications**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Major**

**Seconded: Cr Mudie**

**Res: 24/20**

**Decision:**

**That Council:**

- 1. endorse a small grant application seeking \$141,212 (ex gst) under the Community Sporting & Recreation Facilities Fund for the Installation of Irrigation Systems at Hopetoun Ovals Project;**
- 2. rank the Installation of Irrigation Systems at Hopetoun Ovals Project as “A – Well planned and needed by municipality”;**
- 3. commit expenditure of \$188,283 (ex gst) towards the Installation of Irrigation Systems at Hopetoun Ovals Project in 2020/21; and**
- 4. endorse the Chief Executive Officer submitting an application to the Drought Community Program – Extension announced on the 28 November 2019 for the expenditure of \$188,283 (ex gst).**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

### **13.4 PEXA Authorisation and Verification of Identity**

<b>File Reference:</b>	<b>LU.ZO.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Director Corporate and Community Services</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>10 March 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>McLeods Letter 29 March 2019 (Attachment Yellow)</b>
<b>Previous References:</b>	<b>Nil</b>

#### **Summary:**

To provide McLeods with a standing authority to lodge specific documents through the electronic lodgement network operator (PEXA).

#### **Background:**

PEXA is affiliated with Landgate and is a secure e-Conveyancing platform which enables lawyers, conveyancers and financial institutions to transact online.

Landgate announced that electronic conveyancing through PEXA was mandatory from 1 May 2018 for a number of Landgate documents such as Withdrawal of Caveats, Caveats and Transfers of Lands.

#### **Comment:**

In order for McLeods to transact electronically on our behalf they now require the Shire to complete a client authorisation form. The client authorisation form does not need to be signed under seal, however does require two signatures most appropriately the President and Chief Executive Officer.

Essentially by signing the client authorisation form the Shire is allowing McLeods to sign Withdrawal of Caveats, Caveats and Transfers of Land on instructions from the Shire. The paper forms of these documents will no longer be used and all information will be submitted through PEXA making paper documents redundant. On receipt of the Shire authorisation Fiona Grgich has been nominated from McLeods to deal with such matters and will have authority to electronically sign Shire's documents on its behalf.

We are proposing a Standing Authority with no revocation or expiry date where the Shire is permitting McLeods to sign Withdrawal of Caveats, Caveats and Transfers of Land on instruction, noting that the Shire has the option of revoking its authorisation at any time.

Furthermore PEXA requires the identity of the persons who sign the authority to be verified. As this additional requirement is now compulsory McLeods would like to verify the identity of the Shire's signatories in advance so that they are in a position to register documents on the Shire's behalf. For this purpose McLeods have proposed to appoint an identifier within the organisation and this has been proposed as the Director of Corporate and Communities to undertake identification verifications on behalf of McLeods.

The identification verification procedure is quite onerous requiring a passport and drivers licence however having a Standing Authority in place means that this will only have to be repeated when signatories change.

#### **Consultation:**

Nil.

#### **Statutory Environment:**

*Local Government Act 1995* – Section 9.49A Execution of Documents.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

**Environmental**

There are no known significant environmental considerations.

**Economic**

There are no known significant economic considerations.

**Social**

There are no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 25/20**

**Decision:**

**That Council endorse:**

**Providing McLeods Barristers and Solicitors with a standing authority to lodge specific Landgate documents through the electronic lodgement network operator (PEXA), to be signed by the Shire President and Chief Executive Officer.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**



### **13.5 Teacher Accommodation Munglinup**

**File Reference:** CP.AD.4 & 11944  
**Location:** Munglinup  
**Applicant:** Department of Communities  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 11 March 2020  
**Disclosure of Interest:** Nil  
**Attachments:** 1. Item 10.4.2, Teacher Accommodation Munglinup  
2. Site Location Map  
(Attachment Purple)  
**Previous Reference:** Item 10.4.2, Teacher Accommodation Munglinup, Ordinary Council Meeting, 18 September 2018

#### **Summary:**

The Department of Communities is requesting to purchase Free Hold Lot 64/17 Budjan Street Munglinup from the Shire of Ravensthorpe and build a new house for teacher accommodation.

#### **Background:**

At the Ordinary Council Meeting held on the 18 September 2018 the following council decision was endorsed;

<b>COUNCIL DECISION</b>	<b>ITEM 10.4.2</b>
Moved: Cr Smith	Seconded: Cr Major
That Council resolves to:	
1. Provide Lot 64 / 17 Budjan Street Munglinup, towards accommodation for teachers and education assistants working at the Munglinup Primary School subject to being able to negotiate a suitable arrangement with Government Regional Officer Housing.	
2. Provide the Munglinup Community Group with a letter of support from the Shire for the project and requests the Chief Executive Officer to work with the Munglinup Community Group during negotiations with Government Regional Officer Housing.	
Carried: 7/0	Res:115/2018

The Munglinup Community Group (MCG) and the Shire of Ravensthorpe (SOR) have been in communication with the Department of Communities since October 2019 to try and progress this project.

With ownership of Lot 64/17 Budjan Street Munglinup laying with the Shire of Ravensthorpe the Department of Communities had a number of difficulties with spending funds on property not owned by the State Government.

#### **Comment:**

An option to fast track the project is to sell Lot 64/17 Budjan Street Munglinup to the State Government so the Department of Communities can build the sought after Teachers Accommodation.

If the land was sold to the State Government the Shire of Ravensthorpe should enter into a binding agreement or place a caveat on the land to ensure it is only used for the intention of Teachers Accommodation.

As part of any sale of Shire of Ravensthorpe land an independent and accredited valuation will need to be obtained and the sale advertised for public comment.

**Consultation:**

State Government - Department of Communities  
 Shire of Ravensthorpe - Executive Team

**Statutory Environment:**

*Local Government Act 1995 and Lands Administration Act.*

**Policy Implications:**

Nil.

**Financial Implications:**

There would be a cost to the Shire for obtaining an independent and accredited valuation plus any advertising and land transfer fees. These cost would be of set with the income from the sale of Lot 64/17 Budjan Street Munglinup.

If the land is sold the Shire will no longer to maintain the land and is then able to attract GRV rate revenue for the property once the hose is built.

**Strategic Implications:**

The construction of a Teachers Accommodation in Munglinup will assist with the strategic objectives of developing the community socially and land development with new infrastructure.

**Sustainability Implications:**

**Environmental:** There are significant environmental impacts that need to be considerations.

**Economic:** There are significant economic benefits to the community that need to be considerations.

**Social:** There are social impacts for considerations.

**Risk Implications:**

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Major**

**Seconded: Cr Norman**

**Res: 26/20**

**Decision:**

**That Council:**

- 1. Endorse the Chief Executive Officer obtaining an independent and accredited valuation for Lot 64/17 Budjan Street Munglinup.**
- 2. Endorse the Chief Executive Officer negotiating with the Department of Communities on obtaining the best sale price for Lot 64/17 Budjan Street Munglinup based on the independent and accredited valuation.**
- 3. Direct the Chief Executive Officer to present the best negotiated sale price back to Council for consideration before entering any advertising or contracts of sale for Lot 64/17 Budjan Street Munglinup.**

**Voting Requirements: Absolute Majority**

**Carried: 5/0**

## **14. Directorate of Corporate and Community Services**

### **14.1 Monthly Financial Report – 29 February 2020**

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe - Administration</b>
<b>Applicant:</b>	<b>Internal</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer:</b>	<b>Director of Corporate and Community Services</b>
<b>Date:</b>	<b>11 March 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for FEBRUARY 2020 (Attachment Blue)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

In accordance with the *Local Government Financial Management Regulations (1996)*, Regulation 34, a local government is to prepare a monthly Statement of Financial Activity for approval by Council.

#### **Background:**

Council is requested to review the February 2020 Monthly Financial Reports.

#### **Comment:**

The February 2020 Monthly Financial Reports are presented for review.

#### **Consultation:**

Chief Executive Officer.

#### **Statutory Environment:**

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996 apply.

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

All expenditure has been approved via adoption of the 2019/20 Annual Budget, or resulting from a Council Motion for a budget amendment.

#### **Strategic Implications:**

##### **Strategic Community Plan 2014 – 2024**

Theme 4 – Civic Leadership: 4.2 High quality corporate governance, accountability & compliance.

#### **Sustainability Implications:**

Nil.

#### **Environmental**

Not applicable to this specific recurring report.

**Economic**

Not applicable to this specific recurring report.

**Social**

Not applicable to this specific recurring report.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Goldfinch**

**Seconded: Cr Mudie**

**Res: 27/20**

**Decision:**

**That Council receive the 29 February 2020 Monthly Financial Reports as presented.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

## **14.2 Schedule of Account Payments – February 2020**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe - Administration  
**Applicant:** Internal  
**Author:** Finance Officer  
**Authorising Officer:** Director of Corporate and Community Services  
**Date:** 11 March 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 29 February 2020  
 Credit Card Transactions to 02 February 2020  
 Creditors List Accounts Paid- February 2020  
 (Attachment Red)

**Previous Reference:** Nil

### **Summary:**

This item presents the schedule of payments for Council approval in accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

### **Background:**

Table of payments for the period from the 01/07/2019 to 29/02/2020:

#### **2019/2020**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	670	1,739,001	135,848	3,843	1,781	1,881,144	275,274
Aug	9,391	736,269	51,773	7,094	1,260	805,788	188,496
Sep	21,940	428,530	144,319	<b>12,630</b>	2,857	610,277	241,584
Oct	892	490,678	113,137	9,015	420	614,142	233,232
Nov	20,449	789,186	37,772	6,412	0	853,820	242,169
Dec	14,227	373,429	50,545	17,620	0	455,821	349,953
Jan	15,567	395,595	66,327	8,351	0	485,840	247,361
Feb	17,550	565,741	168,401	2,831	0	754,523	255,946
Mar						0	
Apr						0	
May						0	
Jun						0	
<b>Total</b>	<b>100,687</b>	<b>5,518,429</b>	<b>768,123</b>	<b>67,797</b>	<b>6,319</b>	<b>6,461,355</b>	<b>2,034,015</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

### **Comment:**

This schedule of accounts as presented, submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costing's and the amounts shown have been paid.

### **Consultation:**

Senior Finance Officer.

### **Statutory Environment:**

Regulation 13 (1) – (3) of the *Local Government (Financial Management) Regulations*.

**Policy Implications:**

Nil.

**Financial Implications:**

This item address Council’s expenditure from Trust and Municipal funds which have been paid under delegated authority.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

**Environmental**

Not applicable to this specific recurring report.

**Economic**

Not applicable to this specific recurring report.

**Social**

Not applicable to this specific recurring report.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 28/20**

**Decision:**

**That Council endorse:**

- 1. The payment of accounts for the month of February 2020 in pursuant to regulation 13 of the *Local Government (Financial Management) Regulations 1996*.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**



## **15. Directorate of Technical Services**

Nil.

## **16. Elected Members Motions of Which Previous Notice Has Been Given**

Nil.

## **17. New Business or Urgent Business Introduced by Decision of the Meeting**

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

### **17.1 Elected Members**

#### **17.1.1 Corona Virus – COVID-19 Pandemic – Action Plan**

Cr Dunlop requested Council endorse a Memo with fifteen (15) actions outlined by the Chief Executive Officer, Gavin Pollock providing measures the Shire will undertake for the current Corona Virus (COVID-19) pandemic.

**Moved: Cr Mudie**

**Seconded: Cr Major**

**Res: 29/20**

**Decision:**

**That Council:**

- 1. Review to endorse a memo with fifteen (15) actions outlined by the Chief Executive Officer, Gavin Pollock providing measures the Shire will undertake for the current Corona Virus (COVID-19) pandemic.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

It is requested Council consider the following fifteen items to be implemented for the Shire and Staff:

**Recommendation:**

**That Council Endorse:**

- 1. All staff are required to action basic health hygiene at work and home by ensuring you wash your hands before eating or touching your face, mouth or eyes.**
- 2. If you have any flu like symptoms either being a coughs, runny noses, sneezing, temperature, sore throat or just feeling unwell please stay at home and see your doctor.**
- 3. The Shire will provide all staff with 10 paid COVID 19 Days in addition to any existing entitled sick or annual leave days. The COVID 19 Days will be backdated to commence from the 1 of March 2020 and run until the 30 June 2020.**

**Any sick leave taken during this time will automatically be deduced from your 10 COVID 19 Days. You can also assess the COVID 19 Days to stay at home to look**

**after your children or a family members. As per any normal leave taken you will need to complete a leave form when accessing your COVID 19 Days by ticking the other leave box.**

**This additional leave is provided in good faith as a matter of respect and trust with no doctors certificates required.**

- 4. If you are required to self-isolate for a period of 14 days the Shire will provide you with an additional 10 paid Isolation Days in addition to your 10 COVID 19 Days or entitled Sick and Annual Leave. To access your 10 Isolation Days you will need to provide a Doctors Certificate (or suitable evidence) and complete a leave form by ticking the other leave box. Please note this will not apply if you elect to travel overseas and return to Australia within the next 6 months.**
- 5. If you have Children in School or Daycare and they are required to be closed the Shire will provide you with the option to work from home. By working from home you are require to undertake a minimum of 2/3 of your normal daily work hours. The Shire will require you to access the Shire IT system via your own PC. The Shire will pay you your normal hours and hourly pay rate during this time as compensation for using your own office space and IT equipment.**

**This will most likely accommodate only Administration or Childcare Staff. If any other Staff are in this position I will look at providing other options to accommodate all staff in this situation.**

- 6. The Shire is arranging signage to be placed at the entrance of both our Administration Building, Visitor Centres, Childcare Centre's, Depots and Gyms advising everyone not to enter if you have any flu like symptoms either being a coughs, runny noses, sneezing, temperature, sore throat or just feeling unwell.**
- 7. Hand sanitiser units have been installed at both Administration Building, Childcare Centre's, Depots and a unit will soon be placed in the Ravensthorpe Visitor Centres. Please advise everyone entering your area to use the supplied hand sanitiser.**
- 8. All face to face meetings with the community, stakeholders or other agencies have now been suspended until further notice.**
- 9. All future staff meetings will be held in large rooms or outdoor areas to provide a minimum of 2 meters clear space.**
- 10. Any catering or morning teas will be kept to a minimum with all leftovers placed promptly in to a refrigerator.**
- 11. The traditional Australian Hand shake is required to be put on hold and replaced with a pat on the back or an elbow bump.**
- 12. Our respectful ANZAC Day event will not be held this year as a community event as announced by the RSL Australia.**
- 13. The Shire will be closing its Library Service effective of Friday the 20 March 2020 until further notice.**
- 14. Effective from Friday the 20 March 2020 the Shire of Ravensthorpe will be cancelling all existing facility bookings and providing a full refund of any bonds or deposits already paid. As from today No new bookings will be taken until further notice.**

- 15. The Shire Gyms will be provided with self-cleaning supplies and signage for users to assist in maintaining a clean and hygiene friendly environment.**

**Moved: Cr Goldfinch**

**Seconded: Cr Mudie**

**Res: 30/20**

**Decision:**

**That Council endorse:**

- 1. All staff are required to action basic health hygiene at work and home by ensuring you wash your hands before eating or touching your face, mouth or eyes.**
- 2. If you have any flu like symptoms either being a coughs, runny noses, sneezing, temperature, sore throat or just feeling unwell please stay at home and see your doctor.**
- 3. The Shire will provide all staff with 10 paid COVID 19 Days in addition to any existing entitled sick or annual leave days. The COVID 19 Days will be backdated to commence from the 1 of March 2020 and run until the 30 June 2020.**

**Any sick leave taken during this time will automatically be deduced from your 10 COVID 19 Days. You can also assess the COVID 19 Days to stay at home to look after your children or a family members. As per any normal leave taken you will need to complete a leave form when accessing your COVID 19 Days by ticking the other leave box.**

**This additional leave is provided in good faith as a matter of respect and trust with no doctors certificates required.**

- 4. If you are required to self-isolate for a period of 14 days the Shire will provide you with an additional 10 paid Isolation Days in addition to your 10 COVID 19 Days or entitled Sick and Annual Leave. To access your 10 Isolation Days you will need to provide a Doctors Certificate (or suitable evidence) and complete a leave form by ticking the other leave box. Please note this will not apply if you elect to travel overseas and return to Australia within the next 6 months.**
- 5. If you have Children in School or Daycare and they are required to be closed the Shire will provide you with the option to work from home. By working from home you are require to undertake a minimum of 2/3 of your normal daily work hours. The Shire will require you to access the Shire IT system via your own PC. The Shire will pay you your normal hours and hourly pay rate during this time as compensation for using your own office space and IT equipment.**

**This will most likely accommodate only Administration or Childcare Staff. If any other Staff are in this position I will look at providing other options to accommodate all staff in this situation.**

- 6. The Shire is arranging signage to be placed at the entrance of both our Administration Building, Visitor Centres, Childcare Centre's, Depots and Gyms advising everyone not to enter if you have any flu like symptoms either being a coughs, runny noses, sneezing, temperature, sore throat or just feeling unwell.**
- 7. Hand sanitiser units have been installed at both Administration Building, Childcare Centre's, Depots and a unit will soon be placed in the Ravensthorpe Visitor Centres. Please advise everyone entering your area to use the supplied hand sanitiser.**

8. **All face to face meetings with the community, stakeholders or other agencies have now been suspended until further notice.**
9. **All future staff meetings will be held in large rooms or outdoor areas to provide a minimum of 2 meters clear space.**
10. **Any catering or morning teas will be kept to a minimum with all leftovers placed promptly in to a refrigerator.**
11. **The traditional Australian Hand shake is required to be put on hold and replaced with a pat on the back or an elbow bump.**
12. **Our respectful ANZAC Day event will not be held this year as a community event as announced by the RSL Australia.**
13. **The Shire will be closing its Library Service effective of Friday the 20 March 2020 until further notice.**
14. **Effective from Friday the 20 March 2020 the Shire of Ravensthorpe will be cancelling all existing facility bookings and providing a full refund of any bonds or deposits already paid. As from today No new bookings will be taken until further notice.**
15. **The Shire Gyms will be provided with self-cleaning supplies and signage for users to assist in maintaining a clean and hygiene friendly environment.**

**Voting Requirements: Simple Majority**

**Carried: 5/0**

#### **17.2 Officers**

Nil.

#### **18. Matters Behind Closed Doors**

Nil.

#### **19. Closure of Meeting**

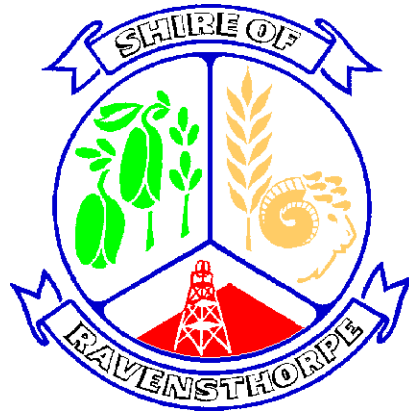
The Presiding Member to declare the meeting closed 6.19pm.

These minutes were confirmed at the meeting of the 21 April 2020.

Signed: \_\_\_\_\_  
(Presiding Person at the meeting of which the minutes were confirmed.)

Date: \_\_\_\_\_

# ATTACHMENT



# **MINUTES**

**Special Council Meeting**

**Thursday, 2 April 2020**

**Commencing at 12.00 noon**

**Shire of Ravensthorpe**

**Council Chambers**

## SHIRE OF RAVENSTHORPE

Minutes for the Special Meeting of Council to be held in Shire of Ravensthorpe Council Chambers on Thursday, 2 April 2020 – commencing at 12.00 noon

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## **EXTRACT FROM LOCAL GOVERNMENT ACT 1995**

### **5.5. CONVENING COUNCIL MEETINGS**

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) **The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.**

#### **1. Declaration of Opening / Announcements of Visitors**

Prior to commencement of this electronic meeting Council Members and other attendees who connected by electronic means were tested and confirmed.

The Presiding Member to declare the meeting open at 12.07pm.

The Presiding Member welcomed Council Members and staff receiving the broadcast of this electronic meeting, which is conducted in accordance with Section 14D of the *Local Government Act 1996*.

#### **2. Attendance / Apologies / Approved Leave of Absence**

The Presiding Member ask Council Members and staff to confirm that they are all connected and in attendance, with the following attendees confirmed:

COUNCILLOR'S: Cr Keith Dunlop - (e-connection) (Shire President)  
Cr Julianne Belli - (e-connection) (Deputy Shire President)  
Cr Ian Goldfinch - (e-connection)  
Cr Thomas Major - (in person)  
Cr Mark Mudie - (e-connection)  
Cr Graham Richardson - (e-connection)

STAFF: Gavin Pollock - (in person) (Chief Executive Officer)  
Les Mainwaring - (in person) (Director Corporate and Community Services)  
Graham Steel - (e-connection) (Director Technical Services)  
Kim Bransby - (in person) (Acting Executive Assistant)

APOLOGIES: Nil.

ON LEAVE OF ABSENCE: Nil.

ABSENT: Nil.

MEMBER OF THE PUBLIC: Nil.

#### **3. Announcements by the Presiding Member**

Nil.

#### **4. Disclosures of Interest**

Nil.



## **5. Special Business**

### **5.1. Resignation and Vacant Elected Members Position**

<b>File Reference:</b>	<b>GV.CC1 &amp; GV.EL.11</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>1 April 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Email Resignation 24 March 2020 and Signed Letter of Resignation 31 March 2020 (Attachment Red)</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

Following the resignation of Cr Ken Norman the Council needs to notify the Electoral Commissioner of its intention to hold an extraordinary election for the vacated position and engage the electoral commission to administer and run the election process.

#### **Background:**

On the 24 March 2020 Cr Norman forwarded an email of resignation (attached) to the Chief Executive Officer stating the resignation was effective immediately. The Chief Executive Officer notified the Shire President followed by all Councillors of Cr Norman's resignation. On the 31 March 2020 Cr Norman provided a formal signed letter of resignation (attached) to the Chief Executive Officer.

#### **Comment:**

Cr Norman's resignation was effective immediately on the 24 March 2020.

Council are required to nominate a suitable date to hold the extraordinary election for the vacated position and engage the electoral commission to administer and run the election process. The extraordinary election date can't be more than 4 months from the resignation date.

Given the current situation regarding COVID-19 (Coronavirus) it would be recommended to hold the extraordinary election in July 2020.

#### **Consultation:**

Shire President  
Western Australian Local Government Association (WALGA)  
Executive Team

#### **Statutory Environment:**

*Local Government Act 1995* - Division 4 — Extraordinary elections

#### **4.8. Extraordinary elections**

- (1) *If the office of a councillor or of an elector mayor or president becomes vacant under section 2.32 an election to fill the office is to be held.*
- (2) *An election is also to be held under this section if section 4.57 or 4.58 so requires. **(4.57 Less candidates than vacancies or 4.58 death)***
- (3) *An election under this section is called an **extraordinary election**.*

*[Section 4.8 amended: No. 2 of 2012 s. 10.]*

4.9. *Election day for extraordinary election*

- (1) *Any poll needed for an extraordinary election is to be held on a day decided on and fixed —*
  - (a) *by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or*
  - (b) *by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).*
- (2) *The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.*
- (3) *If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —*
  - (a) *fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and*
  - (b) *advise the CEO of the day fixed.*

4.10. *Extraordinary election can be held before resignation has taken effect*

*If a member resigns —*

- (a) *the vacancy is to be regarded for the purposes of sections 4.8(1) and 4.9 as occurring when the CEO receives the notice of resignation even if the resignation takes effect on a later day; but*
- (b) *the election day fixed for the extraordinary election cannot be earlier than one month before the resignation actually takes effect.*

**Policy Implications:**

Nil.

**Financial Implications:**

That an allowance be made in the 2020/21 annual budget to engage the Electoral Commission to conduct the required extraordinary election in July 2020.

**Strategic Implications:**

It is important to note during this time Council will be operating with 6 councillors until the extraordinary election is conducted.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Absolute Majority.

**Moved: Cr Richardson**

**Seconded: Cr Mudie**

**Res: 31/20**

**Decision:**

**That Council:**

1. thank Cr Ken Norman for his service as a Councillor since October 2019.
2. approve the Chief Executive Officer advising the Electoral Commissioner of Cr Ken Norman’s resignation and to request approval to conduct an extraordinary election on the 14 July 2020.
3. request the Chief Executive Officer to engage the electoral commission to administer and run the extraordinary election process via a postal vote only.
4. request the Chief Executive Officer to include an allocation in the 2020/21 annual budget for expenditure to engage the electoral commission to administer and run the extraordinary election process.

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

## **5.2 Purchasing Policy F6 – Emergency Purchases**

**File Reference:** PE.AC.1  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 1 April 2020  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

### **Summary:**

Council to consider revising the definition of section 3.10 Emergency Purchases within the current policy F6 Purchasing Policy.

### **Background:**

Currently section 3.10 Emergency Purchases of policy F6 only relates to Section 6.8(1)(c) of the *Local Government Act 1995* allowing the Shire President to approve unanticipated and unbudgeted Emergency Purchases.

Due to the current State of Emergency surrounding the COVID-19 Coronavirus a number of items have become short on supply and become very hard to source.

It is for this reason Council is requested to revise the definition of section 3.10 Emergency Purchases within the current policy F6 Purchasing Policy.

### **Comment:**

Current wording of section 3.10 Emergency Purchases:

*An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.*

*An emergency purchase dose not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.*

Proposed NEW wording of section 3.10 Emergency Purchases:

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided under section 6.8(1)(c) of the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

If the Shire is experiencing a shortage or difficulties in obtaining supplies, resources or services due to an emergency situation the Chief Executive Officer can exercise discretion to suspend section 3.5 Purchasing Thresholds. The Chief Executive Officer can only exercise discretion to suspend section 3.5 Purchasing Thresholds up to the value of \$75,000 as any expenditure above this amount can only be actioned under section 6.8(1)(c) of the *Local Government Act 1995*.

An emergency purchase or shortage or difficulty in obtaining supplies, resources or services dose not relate to supplies, resources or services that have not been planned for and are just effected by time constraints. Every effort must be made to anticipate purchases relating to supplies, resources or services required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

**Consultation:**

Shire President  
Executive Team

**Statutory Environment:**

To provide compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996*.

**Policy Implications:**

The existing Policy F6 Purchasing Policy will be updated to reflect the new wording for section 3.10 Emergency Purchases as stated above.

**Financial Implications:**

Nil.

**Strategic Implications:**

To deliver a best practice approach and procedures to emergency purchasing and ensure consistency for all purchasing activities that integrates within all the Shire of Ravensthorpe operational areas.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Absolute Majority.

**Moved: Cr Major**

**Seconded: Cr Goldfinch**

**Res: 32/20**

**Decision**

**That Council:**

**endorse the Chief Executive Officer updating Policy - F6 Purchasing Policy section 3.10 Emergency Purchases as follows;**

**3.10 Emergency Purchases;**

**An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided under section 6.8(1)(c) of the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.**

**If the Shire is experiencing a shortage or difficulties in obtaining supplies, resources or services due to an emergency situation the Chief Executive Officer can exercise discretion to suspend section 3.5 Purchasing Thresholds. The Chief Executive Officer can only exercise discretion to suspend section 3.5 Purchasing Thresholds up to the value of \$75,000 as any expenditure above this amount can only be actioned under section 6.8(1)(c) of the *Local Government Act 1995*.**

**An emergency purchase or shortage or difficulty in obtaining supplies, resources or services dose not relate to supplies, resources or services that have not been planned for and are just effected by time constraints. Every effort must be made to anticipate purchases relating to supplies, resources or services required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.**

**Voting Requirements: Absolute Majority**

**Carried: 6/0**

### **5.3 Budget Amendments 2019/2020 as at 2 April 2020**

<b>File Reference:</b>	<b>GR.RE.2</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Director Corporate and Communities</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>02 April 2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

Approval is sought for the purchase of a compliant Grave Shoring system that can be used now and in the future if we unfortunately have a larger than usual number of funerals. The new unit will allow for larger coffins that currently cannot be accommodated.

#### **Background:**

Recent experience has found that we do not have a Grave Shoring system that can accommodate a wide range in coffin sizes. This situation has led to a situation of inconvenience, delay and further stress on grieving loved ones.

#### **Comment:**

In the event that we have an increase in the number of burials, the Shire would not be in a position to handle all burials efficiently and effectively if there is a variation in coffin sizes. The purchase of a compliant Grave Shoring system would provide the capacity for Shire to manage all coffin sizes in a timely manner for the benefit of the community.

The multi component Grave Shoring system consists of a base unit, variable stacking units, aluminium decking and a tread plate safety lid, plus freight to the value of \$14,000 plus GST.

No previous Capital Budget has been provided therefore it is recommended that an allocation of \$14,000 be approved to capital account 10703.

#### **Consultation:**

Nil.

#### **Statutory Environment:**

Local Government Act 1995

Section 6.8. Expenditure from municipal fund not included in annual budget.

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

*\* Absolute majority required.*

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

The proposed addition of \$14,000 capital expenditure will reduce the current end of year forecast surplus to \$136,035.

**Strategic Implications:**

Nil.

**Sustainability Implications:**

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social implications.

**Risk Implications:**

Risk	
Risk Likelihood (based on history and with existing controls)	Likely (4)
Risk Impact / Consequence	Moderate (3)
Risk Rating (Prior to Treatment or Control)	High (12)
Principal Risk Theme	
Risk Action Plan (Controls or Treatment Proposed)	Purchase suitable system

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

**Voting Requirements:**

Absolute Majority.

**Moved: Cr Goldfinch**

**Seconded: Cr Richardson**

**Res: 33/20**

**Decision**

**That Council:**

**Approve Capital Expenditure of \$14,000 against account 10703 for the purchase of a compliant Grave Shoring system.**

**Voting Requirements: Absolute Majority**

**Carried: 6/0**



**6. Matters Behind Closed Doors**

Nil.

**7. Closure of Meeting**

The Presiding Member undertook a final roll call of attendees of Elected Members.

COUNCILLOR'S: Cr Keith Dunlop - (e-connection) (Shire President)  
Cr Julianne Belli - (e-connection) (Deputy Shire President)  
Cr Ian Goldfinch - (e-connection)  
Cr Thomas Major - (in person)  
Cr Mark Mudie - (e-connection)  
Cr Graham Richardson - (e-connection)

STAFF: Gavin Pollock - (in person) (Chief Executive Officer)  
Les Mainwaring - (in person) (Director Corporate and Community Services)  
Graham Steel - (e-connection) (Director Technical Services)  
Kim Bransby - (in person) (Acting Executive Assistant)

The Presiding Member to declare the meeting closed at 12.17pm.

These minutes were confirmed at the meeting of the 21 April 2020.

Signed: \_\_\_\_\_  
(Presiding Person at the meeting of which the minutes were confirmed.)

Date: \_\_\_\_\_

# ATTACHMENT

# SHIRE OF RAVENSTHORPE



## 2020 - 2021 DRAFT FEES AND CHARGES

**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/ Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee	
<b>SCHEDULE 4 - GOVERNANCE</b>															
<b>PHOTOCOPYING FEES</b>															
<b>Statutory Documents No GST</b>															
<b>Other Customers Incl GST</b>															
1042200	C	A3 (single sided) – Colour	\$3.18	\$0.32	<b>\$3.50</b>	\$3.09	\$0.31	<b>\$3.40</b>	Y	\$0.10	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies	
1042200	C	A3 (double sided) – Colour	\$5.00	\$0.50	<b>\$5.50</b>	\$4.69	\$0.47	<b>\$5.16</b>	Y	\$0.34	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies	
1042200	C	A4 (single sided) – Colour	\$1.82	\$0.18	<b>\$2.00</b>	\$1.70	\$0.17	<b>\$1.87</b>	Y	\$0.13	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies	
1042200	C	A4 (double sided) – Colour	\$2.73	\$0.27	<b>\$3.00</b>	\$2.58	\$0.26	<b>\$2.83</b>	Y	\$0.17	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies	
1042200	C	A3 (single sided) - Black	\$1.36	\$0.14	<b>\$1.50</b>	\$1.20	\$0.12	<b>\$1.31</b>	Y	\$0.19	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies	
1042200	C	A3 (double sided) - Black	\$1.82	\$0.18	<b>\$2.00</b>	\$1.81	\$0.18	<b>\$1.99</b>	Y	\$0.01	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies	
1042200	C	A4 (single sided) - Black	\$0.68	\$0.07	<b>\$0.75</b>	\$0.66	\$0.07	<b>\$0.73</b>	Y	\$0.02	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies	
1042200	C	A4 (double sided) - Black	\$1.36	\$0.14	<b>\$1.50</b>	\$1.05	\$0.10	<b>\$1.15</b>	Y	\$0.35	cost of paper and photocopying charges officer time	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing copies	
1042200	C	Community Service Groups (at CEO discretion)	50% rebate	At cost	<b>50% rebate</b>	50% rebate	At cost	<b>50% rebate</b>	Y	50% rebate	cost of paper and photocopying charges officer time	Low	No below cost discount	Discretionary discount by CEO	
1042200	C	Sending Email	\$1.36	\$0.14	<b>\$1.50</b>	\$1.00	\$0.10	<b>\$1.10</b>	Y	\$0.40	cost of internet and officer time	Low	Yes	cost of internet and officer time	
1042200	C	<b>Facsimile Transmission:</b>													
1042200	C	Within Australia (per page excluding cover sheet)	\$4.55	\$0.45	<b>\$5.00</b>	\$4.23	\$0.42	<b>\$4.65</b>	Y	\$0.35	cost of phone call and officer time and wear and tear on fax	Low	Yes	cost of phone call and officer time and wear and tear on fax	
1042200	C	Overseas (per page excluding cover sheet)	\$5.45	\$0.55	<b>\$6.00</b>	\$5.38	\$0.54	<b>\$5.92</b>	Y	\$0.08	cost of phone call and officer time and wear and tear on fax	Low	Yes	cost of phone call and officer time and wear and tear on fax	
103130	C	<b>RATES ADMINISTRATION FEES</b> Rates & Requisitions Enquiry Fee (settlement agents) (EAS)	\$118.18	\$11.82	<b>\$130.00</b>	\$118.18	\$11.82	<b>\$130.00</b>	Y	\$0.00	officer time, postage, fax , email	Medium	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing rates officer time, cost of instalment notices printing	
103109	C	Rates Instalment fee per instalment (first instalment No charge)	\$10.00	Nil	<b>\$10.00</b>	\$10.00	Nil	<b>\$10.00</b>	N	\$0.00	rates officer time, cost of instalment notices printing	High	Yes	rates officer time, cost of instalment notices printing	
103108	S	Rates Instalment Interest max 5.5%	5.50%	Nil	<b>5.50%</b>	5.50%	Nil	<b>5.50%</b>	N	\$0.00	As set per the Local Government Act & Regs Max	High	No	As set per the Local Government Act & Regs Max	
1031050	S	Rates Late Penalty Interest max 11%	11.00%	Nil	<b>11.00%</b>	11.00%	Nil	<b>11.00%</b>	N	\$0.00	As set per the Local Government Act & Regs Max	High	No	As set per the Local Government Act & Regs Max	
1031130	C	Request for copies of old Rates notices (not current year) per notice.	\$10.00	Nil	<b>\$10.00</b>	\$10.00	Nil	<b>\$10.00</b>	N	\$0.00	cost to reproduce rate notice printing and rates officer time	Medium	Yes	cost to reproduce rate notice printing and rates officer time	
1042200	C	Electoral Roll	Cost of production	Nil	<b>Cost of production</b>	Cost of production	Nil	<b>Cost of production</b>	N	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time	
1042200	C	Copy of Rate Book	Cost of production	Nil	<b>Cost of production</b>	Cost of production	Nil	<b>Cost of production</b>	N	N/A	subject to Stat Dec Local Government (Administration) Regulations 1996 Req	Low	Yes	Section 5.95 Copies of information to be available does not exceed the cost of providing cost of printing, binding and officer time	
1042200	C	Policy Manual	Cost of production	Nil	<b>Cost of production</b>	Cost of production	Nil	<b>Cost of production</b>	N	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time	
1042200	C	Council Agendas & Minutes - Annual	Cost of production	Nil	<b>Cost of production</b>	Cost of production	Nil	<b>Cost of production</b>	N	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time	
1042200	C	Council Agendas & Minutes - 1 Meeting	Cost of production	Nil	<b>Cost of production</b>	Cost of production	Nil	<b>Cost of production</b>	N	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time	
1042200	C	Council Agendas & Minutes - Extracts per double sided page	Cost of production	Nil	<b>Cost of production</b>	Cost of production	Nil	<b>Cost of production</b>	N	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time	
1042200	C	Council Local Laws - per double sided page	Cost of production	Nil	<b>Cost of production</b>	Cost of production	Nil	<b>Cost of production</b>	N	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time	
1042200	C	Budgets / Annual Reports	Cost of production	Nil	<b>Cost of production</b>	Cost of production	Nil	<b>Cost of production</b>	N	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time	
1042200	C	District Map (if available)	Cost of production	Nil	<b>Cost of production</b>	Cost of production	Nil	<b>Cost of production</b>	Y	N/A	cost of printing, binding and officer time	Low	Yes	cost of printing, binding and officer time	
1042200	C	Laminating A3	\$3.64	\$0.36	<b>\$4.00</b>	\$3.64	\$0.36	<b>\$4.00</b>	Y	\$0.00	cost of laminating pouch, officer time and wear and tear on laminator	Low	Yes	cost of laminating pouch, officer time and wear and tear on laminator	
1042200	C	Laminating A4	\$2.27	\$0.23	<b>\$2.50</b>	\$2.00	\$0.20	<b>\$2.20</b>	Y	\$0.30	cost of laminating pouch, officer time and wear and tear on laminator	Low	Yes	cost of laminating pouch, officer time and wear and tear on laminator	
1042200	C	Credit Card transaction fees (1.1% of transaction value)	1.1%	Yes	<b>1.1%</b>	1.10%	Yes	<b>1.1%</b>	Y	N/A	cost recovery of Bankwest Merchant fees	High	Yes	cost recovery of Bankwest Merchant fees	
1042200	C	Recovery of legal fees ( Debtors)	at cost	Yes	<b>at cost</b>	at cost	Yes	<b>at cost</b>	Y	N/A	actual costs of legal fees	High	Yes	actual costs of legal fees	
1031170	C	Recovery of legal fees ( Rates)	at cost	Yes	<b>at cost</b>	at cost	Yes	<b>at cost</b>	N	N/A	actual costs of legal fees	High	Yes	actual costs of legal fees	
1042200	C	Dishonoured Cheque fee	at cost	Yes	<b>at cost</b>	at cost	Yes	<b>at cost</b>	Y	N/A	Actual cost of Bankwest Bank Dishonoured cheque fee	High	Yes	Actual cost of Bankwest Bank Dishonoured cheque fee	

**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/ Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
		<b>PROFESSIONAL SERVICES (hourly rate)</b> <b>Note that this excludes all professional consultancy fees for building services, which are applied in accordance with the fees outlined in that section.</b>												
											Fee for service			
1042210	C	Chief Executive Officer	\$172.73	\$17.27	<b>\$190.00</b>	\$166.32	\$16.63	<b>\$182.95</b>	Y	\$7.05	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Director Corporate & Community Services	\$159.09	\$15.91	<b>\$175.00</b>	\$157.27	\$15.73	<b>\$173.00</b>	Y	\$2.00	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Director of Technical Services	\$159.09	\$15.91	<b>\$175.00</b>	\$157.27	\$15.73	<b>\$173.00</b>	Y	\$2.00	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Manager of Planning and Development	\$159.09	\$15.91	<b>\$175.00</b>	\$157.27	\$15.73	<b>\$173.00</b>	Y	\$2.00	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Environmental Health / Building Surveyor (contract)	\$159.09	\$15.91	<b>\$175.00</b>	\$157.27	\$15.73	<b>\$173.00</b>	Y	\$2.00	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Project Manager	\$100.00	\$10.00	<b>\$110.00</b>	\$100.00	\$10.00	<b>\$110.00</b>	Y	\$0.00	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Supervisor	\$86.36	\$8.64	<b>\$95.00</b>	\$85.45	\$8.55	<b>\$94.00</b>	Y	\$1.01	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Team Leader / Senior Officer	\$77.27	\$7.73	<b>\$85.00</b>	\$75.45	\$7.55	<b>\$83.00</b>	Y	\$2.01	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Plant Operator	\$63.64	\$6.36	<b>\$70.00</b>	\$60.00	\$6.00	<b>\$66.00</b>	Y	\$4.00	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Officer / Labourer	\$63.64	\$6.36	<b>\$70.00</b>	\$60.00	\$6.00	<b>\$66.00</b>	Y	\$4.00	Actual wage cost of officer and overheads+admin fee where applicable	Moderate	Yes	Cost of the local government of providing the service or goods
1042210	C	Ranger (includes travel for call outs)	\$100.00	\$10.00	<b>\$110.00</b>	\$100.00	\$10.00	<b>\$110.00</b>	Y	\$0.00	cost of officer and overheads and vehicle	Moderate	Yes	Cost of the local government of providing the service or goods
		<b>FREEDOM OF INFORMATION ACT 1992 CHARGES</b>												
		<b>Statutory – Freedom of Information Regulations 1993 Sch 1</b>												
1042200	S	No fee to access application relating to personal information and amendment of personal information	Free	Nil	<b>Free</b>	Free	Nil	<b>Free</b>		N/A	N/A	Low	N/A	-
1042200	S	Application fee for other application (non-personal)	\$30.00	Nil	<b>\$30.00</b>	\$30.00	Nil	<b>\$30.00</b>	N	\$0.00	N/A	Low	N/A	-
1042200	S	Fees applicable for internal or external reviews	\$30.00	Nil	<b>\$30.00</b>	\$30.00	Nil	<b>\$30.00</b>	N	\$0.00	N/A	Low	N/A	-
1042200	S	Charge for time taken by staff dealing with the application – per hour or pro rata for a part of an hour	\$30.00	Nil	<b>\$30.00</b>	\$50.00	Nil	<b>\$30.00</b>	N	\$0.00	N/A	Low	N/A	-
1042200	S	Charge for photocopying – per hour or pro rata for a part of an hour of staff time	\$30.00 plus photocopy charges	Nil	<b>\$30.00 plus photocopy charges</b>	\$35.00 plus photocopy charges	Nil	<b>\$30.00 plus photocopy charges</b>	N	\$0.00	N/A	Low	N/A	-
1042200	S	Charge for photocopying – per page copy	\$0.10	Nil	<b>\$0.10</b>	As per photoconvin	Nil	<b>\$0.10</b>	N	\$0.00	N/A	Low	N/A	-
1042200	S	Charge for time taken by staff transcribing information from a tape or other device – per hour or pro rata for part of an hour	\$30.00	Nil	<b>\$30.00</b>	\$50.00	Nil	<b>\$30.00</b>	N	\$0.00	N/A	Low	N/A	-
1042200	S	Charge for duplicating tape, film or computer information	Actual Cost	Actual Cost	<b>Actual Cost</b>	Actual Cost	Actual Cost	<b>Actual Cost</b>	N	\$0.00	N/A	Low	Yes	Cost of the local government of providing the service or goods
1042200	S	Charge for delivery, packaging and postage	Actual Cost	Actual Cost	<b>Actual Cost</b>	Actual Cost	Actual Cost	<b>Actual Cost</b>	N	\$0.00	N/A	Low	Yes	Cost of the local government of providing the service or goods
1042200	S	Advanced Deposits 25% of estimated charges which will be payable in excess of the application fee	25%	Nil	<b>25%</b>			<b>25%</b>	N	\$0.00	N/A	Low	Yes	Cost of the local government of providing the service or goods
		<b>DESIGN AND CONTRACT SERVICES</b>												
1042200	C	Tender specification documentation deposit (when applied)	\$222.73	\$22.27	<b>\$245.00</b>	\$222.73	\$22.27	<b>\$245.00</b>		\$0.00	Officer time to process deposit	Low	Yes	Officer time to process deposit

**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/ Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>SCHEDULE 5 - LAW, ORDER AND PUBLIC SAFETY</b>														
<b>ANIMAL CONTROL</b>														
<b>DOG REGISTRATION LICENSE FEES</b>														
<b>Statutory – Dog Act 1976 - Dog Regulations 2013</b>														
1052020	S	1 year – Unsterilised	\$50.00	Nil	\$50.00	\$50.00	Nil	\$50.00	N	\$0.00	N/A	Moderate	N/A	N/A
1052020	S	1 year – Sterilised	\$20.00	Nil	\$20.00	\$20.00	Nil	\$20.00	N	\$0.00	N/A	Moderate	N/A	N/A
1052020	S	3 years – Unsterilised	\$120.00	Nil	\$120.00	\$120.00	Nil	\$120.00	N	\$0.00	N/A	Moderate	N/A	N/A
1052020	S	3 years – Sterilised	\$42.50	Nil	\$42.50	\$42.50	Nil	\$42.50	N	\$0.00	N/A	Moderate	N/A	N/A
1052020	S	Lifetime - Unsterilised	\$250.00	Nil	\$250.00	\$250.00	Nil	\$250.00	N	\$0.00	N/A	Moderate	N/A	N/A
1052020	S	Lifetime - Sterilised	\$100.00	Nil	\$100.00	\$100.00	Nil	\$100.00	N	\$0.00	N/A	Moderate	N/A	N/A
1052020	S	Working Dog (A dog used for droving or caring for stock)	¼ of Registration Fee	Nil	¼ of Registration Fee	¼ of Registration	Nil	¼ of Registration Fee		N/A	N/A	Moderate	N/A	N/A
1052020	S	Pensioner Concession (A person issued with a Pensioner Health Benefit Card i.e. Aged, Invalid, Widowed or Carers Pension)	½ of Registration Fee	Nil	½ of Registration Fee	½ of Registration	Nil	½ of Registration Fee		N/A	N/A	Moderate	N/A	N/A
1. All Registrations expire on 31 October each year														
2. Registrations paid after 31 May are discounted by 50%														
1052050	C	Microchipping of Dog by Shire Ranger	\$50.00	\$5.00	\$55.00	\$0.00	\$0.00	\$0.00	Y	\$55.00	Officer Time to Process and cost of product	Moderate	Yes	Officer Time to Process and cost of product
1052020	C	Replacement Animal Registration Tag if Lost	\$5.45	\$0.55	\$6.00	\$5.00	\$0.50	\$5.50	N	\$0.50	Officer Time to Process and cost of product	Moderate	Yes	Officer Time to Process and cost of product
1052050	C	Application Fee for exemption for more than two dogs	\$50.00	\$5.00	\$55.00	\$50.00	\$5.00	\$55.00	N	\$0.00	Officer Time to process application Agenda item to Council or CEO	Moderate	Yes	Officer Time to process application Agenda item to Council or CEO
1052050	C	Annual Fee for exemption for more than two dogs	\$27.27	\$2.73	\$30.00	\$25.00	\$2.50	\$27.50	N	\$2.50	Officer Time to process application Agenda item to Council or CEO	Moderate	Yes	Officer Time to process application Agenda item to Council or CEO
1052050	C	Approved Kennel Establishments - Initial License	\$200.00	\$20.00	\$220.00	\$200.00	\$20.00	\$220.00	N	\$0.00	Officer Time to process application Agenda item to Council or CEO	Moderate	Yes	Officer Time to process application Agenda item to Council or CEO
1052050	C	Approved Kennel Establishments - Renewal of License	\$200.00	\$20.00	\$220.00	\$200.00	\$20.00	\$220.00	N	\$0.00	Officer Time to process application Agenda item to Council or CEO	Moderate	Yes	Officer Time to process application Agenda item to Council or CEO
<b>DOG IMPOUND FEES</b>														
<b>Statutory – Dog Act 1976 - Dog Regulations 2013</b>														
1052010	C	Seizure of Dog	\$109.09	\$10.91	\$120.00	\$109.09	\$10.91	\$120.00	Y	\$0.00	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Seizure of Dog (Registered & Microchipped)	\$54.55	\$5.45	\$60.00	\$54.55	\$5.45	\$60.00	Y	\$0.00	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Overnight Keeping of Animal (per week day)	\$27.27	\$2.73	\$30.00	\$25.00	\$2.50	\$27.50	Y	\$2.50	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Overnight Keeping of Animal (per weekend day)	\$36.36	\$3.64	\$40.00	\$35.00	\$3.50	\$38.50	Y	\$1.50	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Sustenance of a dog per day impounded	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36	\$15.00	Y	\$0.00	Ranger fees/sustenance cost	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Surrender Fee	\$72.73	\$7.27	\$80.00	\$70.00	\$7.00	\$77.00	Y	\$3.00	Ranger fees/Vet fee	Moderate	Yes	Cost of the local government of providing the service or goods
1052050	C	Disposal/Destruction of dog (Discounted at CEO/Ranger Discretion)	\$100.00	\$10.00	\$110.00	\$100.00	\$10.00	\$110.00	Y	\$0.00	Ranger fees/Vet fee	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	S	Unregistered Dog (s. 7(1)) - other than dangerous dog	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Unregistered Dog (s. 7(1)) - dangerous dog	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify local government of new owner (s.16A(1))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Registration tag, certificate offences (s.20(2)) - other than dangerous dog	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Registration tag, certificate offences (s.20(2)) - dangerous dog	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Unlawful application of sterilisation tattoo (s.20(2))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to ensure dog microchipped (s.21(1), (2))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to ensure dangerous dog microchipped (s.22(2))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify local government of microchip details (s.23(1))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Removing, interfering with, dog's microchip (s.26A))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Transfer of ownership to unmicrochipped dog (s.26B(1))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify microchip database company of new owner	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify local government, microchip database company of information changes (2.26D)	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Keeping more than the prescribed number of dogs - other than dangerous dog (s.26(4))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Keeping more than the prescribed number of dogs - dangerous dog (s.26(4))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Breach of kennel establishment licence (s.27(2))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog not wearing collar with attached registration tag (s.30(2))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog not held or tethered in certain public places (s.31(3))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog in exercise areas, rural areas offences (s.32(4))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Greyhound not muzzled (s.33(3))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog in place without consent (s.33A(3)) - other than dangerous dog	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog in place without consent (s.33A(3)) - dangerous dog	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A

**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/(Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
		<b>DOG IMPOUND FEES (continued)</b>												
1052010	S	Dog attack or chase causing physical injury (s.33D(1))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog attack or chase causing no physical injury (s.33D(2A)) - other than dangerous dog	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dog attack or chase causing no physical injury (s.33D(2A)) - dangerous dog	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog not wearing prescribed collar with prescribed information (s.33GA(1))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Not complying with dangerous dog enclosure requirement (s.33GA(2))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Not complying with commercial security dog requirements - dangerous dog (s.33GA(4))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Warning signs about dangerous dogs not displayed (s.33GA(5))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog not muzzled (s.33GA(5))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog not held or tethered (s.33GA(7))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog not controlled by capable person (s.33GA(8))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog in prohibited place (s.33GA(9))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog (restricted breed) or pup advertised (s.33GC (2))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog (restricted breed) or pup sold (s.33GC (3))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog (restricted breed) or pup transferred (s.33GC (4))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Buying or accepting ownership of dangerous dog (restricted breed) (s.33GD)	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Breeding, or breeding from, dangerous dog (restricted breed) (s.33GD)	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Dangerous dog (declared) sold or transferred to under 18 year old (s.33GE(2))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify person of responsibilities under Part VI Div. 2 (s.33K(1))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify local government of a dangerous dog event (s.33K(2))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify new local government that dangerous dog kept in its district (s.33K(3))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to provide a notice to new owner about a dangerous dog (declared) (s.33K(4))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to provide written notice to new owner about a dangerous dog (restricted breed) or dangerous dog (commercial security dog)	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify local government of dangerous dog's new district or death (s.33K(5))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to comply with a nuisance dog order - dog other than dangerous dog (s.38(5))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to comply with a nuisance dog order - dangerous dog (s.38(5))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to produce document when so required - dog other than dangerous dog (s.43(2))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to produce document when so required - dangerous dog (s.43(2))	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to give name, date of birth or address on demand - dog other than dangerous dog (s.43A)	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to give name, date of birth or address on demand - dangerous dog (s.43A)	\$400.00	Nil	\$400.00	\$400.00	Nil	\$400.00		\$0.00	N/A	Moderate	N/A	N/A

## SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021

Account Code	Statutory/Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/(Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>CAT REGISTRATION FEES</b>														
<b>Statutory - Cat Act 2011- Cat Regulations 2012</b>														
1052060	S	Annual registration of a cat, unless concessional fees are applicable	\$20.00	Nil	\$20.00	\$20.00	Nil	\$20.00		\$0.00	N/A	Moderate	N/A	N/A
1052060	S	3 year registration period	\$42.50	Nil	\$42.50	\$42.50	Nil	\$42.50		\$0.00	N/A	Moderate	N/A	N/A
1052060	S	3 year registration period - Pensioners	\$21.25	Nil	\$21.25	\$21.25	Nil	\$21.25		\$0.00	N/A	Moderate	N/A	N/A
1052060	S	Lifetime registration period	\$100.00	Nil	\$100.00	\$100.00	Nil	\$100.00		\$0.00	N/A	Moderate	N/A	N/A
1052060	S	Lifetime registration period - Pensioners	\$50.00	Nil	\$50.00	\$50.00	Nil	\$50.00		\$0.00	N/A	Moderate	N/A	N/A
1052060	S	Registration after 31 May in any year, for that registration year	50% of fee payable otherwise	Nil	50% of fee payable otherwise	50% of fee payable	Nil	50% of fee payable otherwise		N/A	N/A	Moderate	N/A	N/A
1052060	S	Annual registration for approval or renewal of approval to breed cats (per cat)	\$100.00	Nil	\$100.00	\$100.00	Nil	\$100.00		\$0.00	N/A	Moderate	N/A	N/A
1052050	C	Microchipping of Cat by Shire Ranger	\$50.00	\$5.00	\$55.00	\$0.00	\$0.00	\$0.00	Y	\$55.00	Officer Time to Process and cost of product	Moderate	Yes	Officer Time to Process and cost of product
10520560	C	Replacement Animal Registration Tag if Lost	\$5.45	\$0.55	\$6.00	\$4.77	\$0.48	\$5.25	Y	\$0.75	Admin fee to process application	Moderate	Yes	Cost of the local government of providing the service or goods
1052050	C	Application for exemption for more than three cats	\$50.00	\$5.00	\$55.00	\$181.82	\$18.18	\$200.00	Y	\$145.00	Admin fee to process application	Moderate	Yes	Cost of the local government of providing the service or goods
1052050	C	Annual Fee for exemption for more than three cats	\$27.27	\$2.73	\$30.00	\$0.00	\$0.00	\$0.00		\$30.00	Admin fee to process application	Moderate	Yes	Cost of the local government of providing the service or goods
<b>CAT IMPOUND FEES</b>														
<b>Statutory - Cat Act 2011- Cat Regulations 2012</b>														
1052010	C	Seizure of Cat	\$109.09	\$10.91	\$120.00	\$109.09	\$10.91	\$120.00	Y	\$0.00	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Seizure of Cat (Registered & Microchipped)	\$54.55	\$5.45	\$60.00	\$54.55	\$5.45	\$60.00	Y	\$0.00	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Overnight Keeping of Animal (per week day)	\$27.27	\$2.73	\$30.00	\$25.00	\$2.50	\$27.50	Y	\$2.50	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Overnight Keeping of Animal (per weekend day)	\$36.36	\$3.64	\$40.00	\$35.00	\$3.50	\$38.50	Y	\$1.50	Ranger fees	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Sustenance of a cat per day impounded	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36	\$15.00	Y	\$0.00	Ranger fees/sustenance cost	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Surrender Fee	\$72.73	\$7.27	\$80.00	\$70.00	\$7.00	\$77.00	Y	\$3.00	Ranger fees/Vet fee	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	C	Disposal/Destruction of cat (Discounted at CEO/Ranger Discretion)	\$100.00	\$10.00	\$110.00	\$100.00	\$10.00	\$110.00	Y	\$0.00	Ranger fees/Vet fee	Moderate	Yes	Cost of the local government of providing the service or goods
1052010	S	Unregistered cat (s.5(1))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to ensure cat is wearing its registration tag in public (s.6(1))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Removing, or interfering with, a cat's registration tag (s.7)	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to ensure cat is microchipped (s.14(1))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Removing, or interfering with, a cat's microchip (s.17)	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to ensure cat is sterilised (s.18(1))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Identifying a cat as sterilised that is not (s.19)	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Transfer of a cat that is not microchipped (and is not exempt) (s.23(1))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Transfer of a cat that is not sterilised (and is not exempt) (s. 23(2))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify local government or microchip database company of a new owner (s.24)	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Failure to notify local government or microchip database company of a change of details (s.25)	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Breeding cats, not being an approved cat breeder (s.35(1))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Cats not to be offered as prizes (s.41)	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052010	S	Refusal by alleged offender to give information on request (s.50(2))	\$200.00	Nil	\$200.00	\$200.00	Nil	\$200.00		\$0.00	N/A	Moderate	N/A	N/A
1052050	C	Animal Trap Deposit Fee (Refundable)	\$50.00	Nil	\$50.00	\$100.00	Nil	\$100.00		\$50.00	Admin fee to process application	Moderate	Yes	Cost of the local government of providing the service or goods
1052050	C	Animal Trap Weekly Fee (Discounted at CEO/Ranger Discretion)	\$18.18	\$1.82	\$20.00	\$20.00	\$2.00	\$22.00		\$2.00	Ranger fees / Trap wear and tear	Moderate	Yes	Cost of the local government of providing the service or goods
<b>VEHICLE IMPOUNDMENT</b>														
1053090	C	Impoundment of vehicle (plus collection and recovery costs)	\$127.27	\$12.73	\$140.00	\$124.55	\$12.45	\$137.00		\$3.00	Staff and Plant costs	Low	Yes	Cost of the local government of providing the service or goods
1053090	C	Collection of vehicle for impoundment	Refer to plant hire charges	Yes	Refer to plant hire charges	Refer to plant hire charges	Yes	Refer to plant hire charges		N/A	Staff and Plant costs	Low	Yes	Cost of the local government of providing the service or goods
1053090	C	Recovery by third party	At cost + 10%	Yes	At cost + 10%	At cost	Yes	At cost + 10%		N/A	Staff and Plant costs	Low	Yes	Cost of the local government of providing the service or goods



**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/(Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>SCHEDULE 7 - HEALTH</b>														
<b>COMMERCIAL STALL HOLDERS PERMIT (EACH)</b>														
	<b>S</b>	Time and date authorised by CEO			<b>Replaced</b>	\$150.00	Nil	<b>\$150.00</b>		<b>\$150.00</b>	CEO and Officer time to process application	Low	N/A	In Accordance with sections 6.16 to 6.19 of the Local Government Act 1995
		<b>Not</b> applicable to Non-profit organisations.			<b>Replaced</b>			N/A		N/A				
<b>ADMINISTRTRATION AND INSPECTION</b>														
<b>Statutory - Food Act 2008, Food Regulations 2009</b>														
1074010	<b>C</b>	Food Business - Notification			<b>Replaced</b>	\$53.50	Nil	<b>\$53.50</b>	y	<b>\$53.50</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - License Application			<b>Replaced</b>	\$58.75	Nil	<b>\$58.75</b>	Y	<b>\$58.75</b>	Officer Time to process	Moderate	Yes	Officer Time to process
1074010	<b>C</b>	Food Business - Issuing a Food Business License (Stall Holder / Hobbyist)			<b>Replaced</b>	\$53.50	Nil	<b>\$53.50</b>	Y	<b>\$53.50</b>	Officer Time to process	Moderate	Yes	Officer Time to process
1074010	<b>C</b>	Food Business - Issuing a Food Business License - Other			<b>Replaced</b>	\$170.00	Nil	<b>\$170.00</b>	Y	<b>\$170.00</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - Variations of Conditions or Cancellation of Registration of a Food Business			<b>Replaced</b>	\$85.50	Nil	<b>\$85.50</b>	Y	<b>\$85.50</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - Provision of Information and Inspections in excess of the 3 per annum as an Enforcement			<b>Replaced</b>	\$106.50	Nil	<b>\$106.50</b>	Y	<b>\$106.50</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - Registration & Surveillance (NB: Fees set by LG s140)			<b>Replaced</b>	\$140.00	Nil	<b>\$140.00</b>		<b>\$140.00</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - Annual Registration - High Risk Premises			<b>Replaced</b>	\$291.50	Nil	<b>\$291.50</b>		<b>\$291.50</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - Annual Registration - Medium Risk Premises			<b>Replaced</b>	\$252.50	Nil	<b>\$252.50</b>		<b>\$252.50</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Business - Annual Registration - Low Risk Premises			<b>Replaced</b>	\$116.50	Nil	<b>\$116.50</b>		<b>\$116.50</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Food Surveillance - Inspection per year			<b>Replaced</b>	\$114.00	Nil	<b>\$114.00</b>		<b>\$114.00</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Temporary Food Stall permit (each)			<b>Replaced</b>	\$51.50	Nil	<b>\$51.50</b>		<b>\$51.50</b>	Officer Time to process	Moderate	Yes	Officer Time to process
1074010	<b>C</b>	Temporary Food Stall Permit (community group)			<b>Replaced</b>	Free	Nil	<b>Free</b>		Free	-	Moderate	Yes	-
1074010	<b>C</b>	Repeat/non-compliance inspections per visit (food business)			<b>Replaced</b>	\$57.20	Nil	<b>\$57.20</b>		<b>\$57.20</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Mobile Food Vendor License			<b>Replaced</b>	\$103.00	Nil	<b>\$103.00</b>		<b>\$103.00</b>	Officer Time to process	Moderate	Yes	Officer Time to process
1074010	<b>C</b>	Mobile Food Vendor (Single Event)			<b>Replaced</b>	\$51.50	Nil	<b>\$51.50</b>		<b>\$51.50</b>	Officer Time to process	Moderate	Yes	Officer Time to process
1074010	<b>C</b>	Hairdresser Inspection fee			<b>Replaced</b>	\$114.00	Nil	<b>\$114.00</b>		<b>\$114.00</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Water Sampling - First Test			<b>Replaced</b>	\$29.00	Nil	<b>\$29.00</b>	N	<b>\$29.00</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	<b>C</b>	Water Sampling - second test after substandard result			<b>Replaced</b>	\$42.50	Nil	<b>\$42.50</b>	Y	<b>\$42.50</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
<b>Statutory - Health Act 1911 - Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</b>														
1074010	<b>S</b>	Septic Tank Application for the approval of an Apparatus by local government under regulation 4			<b>Replaced</b>	\$118.00	Nil	<b>\$118.00</b>	N	<b>\$118.00</b>	As per Legislation	Moderate	N/A	As per Legislation
1074010	<b>S</b>	Application for the approval of an apparatus by the Chief Health Officer under regulation 4A - with a local government report			<b>Replaced</b>	\$56.00	Nil	<b>\$56.00</b>	N	<b>\$56.00</b>	As per Legislation	Moderate	N/A	As per Legislation
1074010	<b>S</b>	without a local government report under regulation 4A(4)			<b>Replaced</b>	\$110.00	Nil	<b>\$110.00</b>		<b>\$110.00</b>	As per Legislation	Moderate	N/A	As per Legislation
1074010	<b>S</b>	Fee for the grant of or Issuing of a permit to use an Apparatus under regulation 10(2)			<b>Replaced</b>	\$118.00	Nil	<b>\$118.00</b>		<b>\$118.00</b>	As per Legislation	Moderate	N/A	As per Legislation
<b>Local Government Act 1995</b>														
1074010	<b>C</b>	Lodging House - License Renewal - per year			<b>Replaced</b>	\$97.00	Nil	<b>\$97.00</b>	N	<b>\$97.00</b>	Staff Costs	Low	Yes	Cost of the local government of providing the service or goods
1074010	<b>C</b>	Offensive Trades - Licence Renewal per Year (Includes piggeries and poultry farms)			<b>Replaced</b>	\$277.00	Nil	<b>\$277.00</b>	N	<b>\$277.00</b>	Staff Costs	Low	Yes	Cost of the local government of providing the service or goods
1074010	<b>C</b>	Trading in a Public Place - Application Fee			<b>Replaced</b>	\$48.50	Nil	<b>\$48.50</b>	N	<b>\$48.50</b>	Staff Costs	Low	Yes	Cost of the local government of providing the service or goods
1074010	<b>C</b>	Trading in a Public Place - Annual License Fee			<b>Replaced</b>	\$97.00	Nil	<b>\$97.00</b>	N	<b>\$97.00</b>	Staff Costs	Low	Yes	Cost of the local government of providing the service or goods

## SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021

Account Code	Statutory/ Council	Particulars	2020/21 GST)	(ex GST)	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
		<b>Environmental Health Services</b>												
		<b>Water Sampling</b>												
1074010	C	Bacterial Sampling Results	\$60.00	Nil	<b>\$60.00</b>			<b>NEW</b>	N	\$60.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Public Swimming Pool Water Sampling (per sample)	\$30.00	Nil	<b>\$30.00</b>			<b>NEW</b>	N	\$30.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Potable Water Sampling (per sample)	\$30.00	Nil	<b>\$30.00</b>	\$29.00	Nil	<b>\$29.00</b>	N	\$1.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
		<b>Administration Fees</b>												
1074010	C	Copy of Food Sampling Results	\$65.00	Nil	<b>\$65.00</b>			<b>NEW</b>	N	\$65.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Copy of Septic Plans	\$55.00	Nil	<b>\$55.00</b>			<b>NEW</b>	N	\$55.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Change of Owners (any Health registered premises)	\$65.00	Nil	<b>\$65.00</b>			<b>NEW</b>	N	\$65.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Late payment of licence/registration	\$85.00	Nil	<b>\$85.00</b>			<b>NEW</b>	N	\$85.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
		<b>Inspection Fees</b>												
1074010	C	Re-inspection due to incomplete or unsatisfactory work	\$120.00	Nil	<b>\$120.00</b>			<b>NEW</b>	N	\$120.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Property Inspection on request	\$120.00	Nil	<b>\$120.00</b>			<b>NEW</b>	N	\$120.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
		<b>Food Contamination</b>												
1074010	C	Spoilt Food Disposal Certificate	\$120.00	Nil	<b>\$120.00</b>			<b>NEW</b>	N	\$120.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Supervision of condemned food disposal - per hour	\$120.00	Nil	<b>\$120.00</b>			<b>NEW</b>	N	\$120.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
		<b>Application for Approval to Construct or Establish Premises</b> <i>Includes Assessment &amp; Administration</i>												
1074010	C	Offensive Trades	\$145.00	Nil	<b>\$145.00</b>	\$277.00	Nil	<b>\$277.00</b>	N	<b>\$132.00</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Caravan Parks	\$115.00	Nil	<b>\$115.00</b>			<b>NEW</b>	N	\$115.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Nature Based Caravan Parks	\$60.00	Nil	<b>\$60.00</b>			<b>NEW</b>	N	\$60.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Lodging house	\$115.00	Nil	<b>\$115.00</b>	\$97.00	Nil	<b>\$97.00</b>	N	\$18.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Miscellaneous Health Premises (Hairdressing, Beauty Therapy, Skin Penetration, etc. including Mobile Operations)	\$120.00	Nil	<b>\$120.00</b>	\$114.00	Nil	<b>\$114.00</b>	N	\$6.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Child/Family Day Care Centres	\$72.50	Nil	<b>\$72.50</b>			<b>NEW</b>	N	\$72.50	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Registration Fee for Food Business	\$130.00	Nil	<b>\$130.00</b>	\$170.00	Nil	<b>\$170.00</b>	N	<b>\$40.00</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Notification Fee for Not-For-Profit Food Business	\$60.00	Nil	<b>\$60.00</b>			<b>NEW</b>	N	\$60.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Stall Holder (charity or community service, single event)	Free	Nil	<b>Free</b>	Free	Nil	<b>Free</b>	N	\$0.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Stall Holder (single event)	\$30.00	Nil	<b>\$30.00</b>	\$51.50	Nil	<b>\$51.50</b>	N	<b>\$21.50</b>	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Stall Holder (three events)	\$70.00	Nil	<b>\$70.00</b>			<b>NEW</b>	N	\$70.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
		<b>Application for Other Services</b>												
1074010	C	Liquor Act Section 39 Certificate	\$140.00	Nil	<b>\$140.00</b>			<b>NEW</b>	N	\$140.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Gaming Act Section 55 (1) Certificate (1 year or one-off event)	\$45.00	Nil	<b>\$45.00</b>			<b>NEW</b>	N	\$45.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Gaming Act Section 55 (1) Certificate (5 year)	\$140.00	Nil	<b>\$140.00</b>			<b>NEW</b>	N	\$140.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Application to construct, extend or alter a public building (Form1)	\$120.00	Nil	<b>\$120.00</b>			<b>NEW</b>	N	\$120.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Occupancy Permit for Public Buildings (Form 2, Plus reassessment of building or replacement of lost certificate)	\$120.00	Nil	<b>\$120.00</b>			<b>NEW</b>	N	\$120.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
		<b>Annual Registration</b>												
		Caravan Parks (per annum)												
1074010	C	(a) Minimum Fee	\$200.00	Nil	<b>\$200.00</b>			<b>NEW</b>	N	\$200.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	(b) Long Stay (per site)	\$6.00	Nil	<b>\$6.00</b>			<b>NEW</b>	N	\$6.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	(c) Short Stay (per site)	\$6.00	Nil	<b>\$6.00</b>			<b>NEW</b>	N	\$6.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	(d) Camp Sites (per site)	\$3.00	Nil	<b>\$3.00</b>			<b>NEW</b>	N	\$3.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	(e) Overflow Site (per site)	\$1.50	Nil	<b>\$1.50</b>			<b>NEW</b>	N	\$1.50	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
		Nature Based Caravan Parks												
1074010	C	(a) Minimum Fee	\$50.00	Nil	<b>\$50.00</b>			<b>NEW</b>	N	\$50.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	(b) Camp / Short Stay Sites (per site)	\$2.00	Nil	<b>\$2.00</b>			<b>NEW</b>	N	\$2.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Lodging House	\$165.00	Nil	<b>\$165.00</b>	\$97.00	Nil	<b>\$97.00</b>	N	\$68.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Licence of Morgue (per Annum)	\$75.00	Nil	<b>\$75.00</b>			<b>NEW</b>	N	\$75.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Itinerant Trader / Mobile Vendor	\$200.00	Nil	<b>\$200.00</b>	\$103.00	Nil	<b>\$103.00</b>	N	\$97.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
		<b>Information and Research</b>												
1074010	C	Hourly fee for time involved in research and providing information for developers etc. which is not considered	\$113.64	\$11.36	<b>\$125.00</b>			<b>NEW</b>	N	\$125.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
		<b>Noise Related Fees</b>												
1074010	C	Regulation 18 non-complying event noise exemption	\$500.00	Nil	<b>\$500.00</b>			<b>NEW</b>	N	\$500.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Regulation 13 out of hours construction (Noise Management Plan Application Approval, minimum 7 days prior)	\$800.00	Nil	<b>\$800.00</b>			<b>NEW</b>	N	\$800.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect

**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/(Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
		<b>Environmental Health Services - Continued</b>												
		<b>Food Businesses - Annual Registration Fees</b>												
		<i>Fees pro rata (calculated on a monthly basis or part thereof)</i>												
1074010	C	High Risk Premises	\$330.00	Nil	<b>\$330.00</b>	\$291.50	Nil	<b>\$291.50</b>	N	\$38.50	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	High Risk Premises with additional classifications	\$490.00	Nil	<b>\$490.00</b>			<b>NEW</b>	N	\$490.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Medium Risk Premises	\$260.00	Nil	<b>\$260.00</b>	\$252.50	Nil	<b>\$252.50</b>	N	\$7.50	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Medium Risk Premises with additional classifications	\$350.00	Nil	<b>\$350.00</b>			<b>NEW</b>	N	\$350.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Low Risk Premises	\$120.00	Nil	<b>\$120.00</b>	\$116.50	Nil	<b>\$116.50</b>	N	\$3.50	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Low Risk Premises with additional classifications	\$170.00	Nil	<b>\$170.00</b>			<b>NEW</b>	N	\$170.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Very Low Risk Premises	Free	Nil	<b>Free</b>			<b>NEW</b>	N	Free	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
		<b>Food Businesses</b>												
1074010	C	Charitable or Community Service Food Business	Free	Nil	<b>Free</b>			<b>NEW</b>	N	Free	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Notification Fee	\$65.00	Nil	<b>\$65.00</b>	\$53.50	Nil	<b>\$53.50</b>	N	\$11.50	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Notification and Application Fee for Very Low Risk Food Business	\$25.00	Nil	<b>\$25.00</b>			<b>NEW</b>	N	\$25.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Application for Registration Fee	\$65.00	Nil	<b>\$65.00</b>			<b>NEW</b>	N	\$65.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
1074010	C	Change of Owner Fee	\$65.00	Nil	<b>\$65.00</b>			<b>NEW</b>	N	\$65.00	EHO costs to inspect	Moderate	Yes	EHO costs to inspect
		<b>Statutory - Building Act 2011, Building Regulations 2012, Australian Standard AS 1926.1-1993 Part 1: Fencing for swimming pools</b>												
1074010	S	Private Swimming Pool Inspection Fee (NB: Fee set by Building Commission - Building Regulations 2012 Reg 53)	\$58.45	Nil	<b>\$58.45</b>	\$58.45	Nil	<b>\$58.45</b>		\$0.00	As per Legislation	High	N/A	As per Legislation
		<b>Registration of Offensive Trade</b>												
		<b>Offensive Trades (Fees) Regulations 1976</b>												
		<b>Health (Treatment of Sewerage &amp; Disposal of Effluent &amp; Liquid Waste) Regulations</b>												
1074010	S	Application for the approval of an apparatus by Local Government	\$118.00	Nil	<b>\$118.00</b>	\$118.00	Nil	<b>\$118.00</b>	N	\$0.00	As per Legislation	Moderate	N/A	As per Legislation
1074010	S	Issuing of a "Permit to Use Apparatus"	\$118.00	Nil	<b>\$118.00</b>	\$118.00	Nil	<b>\$118.00</b>	N	\$0.00	As per Legislation	Moderate	N/A	As per Legislation
		Application for approval of an apparatus by the Executive Director Public Health Department under regulation 4A												
1074010	S	(a) With a Local Government Report	\$61.00	Nil	<b>\$61.00</b>	\$56.00	Nil	<b>\$56.00</b>	N	\$5.00	As per Legislation	Moderate	N/A	As per Legislation
1074010	S	(b) Without a Local Government Report fee under regulation 4A(4)	\$110.00	Nil	<b>\$110.00</b>	\$110.00	Nil	<b>\$110.00</b>	N	\$0.00	As per Legislation	Moderate	N/A	As per Legislation
1074010	S	(c) Local Government Report Fee	\$140.00	Nil	<b>\$140.00</b>			<b>NEW</b>	N	\$140.00	As per Legislation	Moderate	N/A	As per Legislation
		<b>Local Government Act 1995</b>												
1074010	C	Seizure of Assets Fee	\$50.00	\$5.00	<b>\$55.00</b>	\$50.00	\$5.00	<b>\$55.00</b>	N	\$0.00	Staff Costs	Low	Yes	Cost of the local government of providing the service or goods
1074010	C	Daily Assets Seizure Fee	\$10.00	\$1.00	<b>\$55.00</b>	\$10.00	\$1.00	<b>\$11.00</b>	N	\$44.00	Staff Costs	Low	Yes	Cost of the local government of providing the service or goods

**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/(Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>SCHEDULE 8 - EDUCATION AND WELFARE</b>														
<b>Childcare Fees</b>														
<b>The Cub House - Ravensthorpe</b>														
1081080	C	Half Day (7:30am to 12:00pm QR 12:00pm to 5:30pm)	\$63.00	Nil	<b>\$63.00</b>	\$63.00	Nil	<b>\$63.00</b>	N	\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081080	C	Short Day (9:00am to 2:30pm)	\$75.00	Nil	<b>\$75.00</b>				N	\$75.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081080	C	Full Day	\$90.00	Nil	<b>\$90.00</b>	\$90.00	Nil	<b>\$90.00</b>	N	\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081080	C	Hourly Rate	\$20.00	Nil	<b>\$20.00</b>	\$20.00	Nil	<b>\$20.00</b>	N	\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081080	C	Before School Care (Subject to Service License Approval)	\$20.00	Nil	<b>\$20.00</b>	\$20.00	Nil	<b>\$20.00</b>	N	\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081080	C	After School Care (Subject to Service License Approval)	\$25.00	Nil	<b>\$25.00</b>	\$25.00	Nil	<b>\$25.00</b>	N	\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081080	C	Late Collection Fee - first 15 min or part thereof	\$15.00	Nil	<b>\$15.00</b>	\$15.00	Nil	<b>\$15.00</b>	N	\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081080	C	Late Collection Fee - per minute in excess of first 15 min	\$1.00	Nil	<b>\$1.00</b>	\$1.00	Nil	<b>\$1.00</b>		\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
BOND	C	Swipe Key/FOB Bond each	\$20.00	Nil	<b>\$20.00</b>					\$20.00	Cost of FOBs and Administration Time	Med	Yes	Cost of the local government of providing the service or goods
<b>Little Barrens - Hopetoun</b>														
1081100	C	Half Day (7:30am to 12:00pm QR 12:00pm to 5:30pm)	\$63.00	Nil	<b>\$63.00</b>	\$63.00	Nil	<b>\$63.00</b>		\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081100	C	Short Day (9:00am to 2:30pm)	\$75.00	Nil	<b>\$75.00</b>			<b>\$75.00</b>		\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081100	C	Full Day	\$90.00	Nil	<b>\$90.00</b>	\$90.00	Nil	<b>\$90.00</b>		\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081100	C	Hourly Rate	\$20.00	Nil	<b>\$20.00</b>	\$20.00	Nil	<b>\$20.00</b>		\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081100	C	Before School Care (Subject to Service License Approval)	\$20.00	Nil	<b>\$20.00</b>	\$20.00	Nil	<b>\$20.00</b>		\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081100	C	After School Care (Subject to Service License Approval)	\$25.00	Nil	<b>\$25.00</b>	\$25.00	Nil	<b>\$25.00</b>		\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081100	C	Late Collection Fee - first 15 min or part thereof	\$15.00	Nil	<b>\$15.00</b>	\$15.00	Nil	<b>\$15.00</b>		\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
1081100	C	Late Collection Fee - per minute in excess of first 15 min	\$1.00	Nil	<b>\$1.00</b>	\$1.00	Nil	<b>\$1.00</b>		\$0.00	Staff Costs, Operations and Building Maintenance Expenses	High	Yes	Cost of the local government of providing the service or goods
BOND	C	Swipe Key/FOB Bond each	\$20.00	Nil	<b>\$20.00</b>			<b>\$20.00</b>		\$0.00	Cost of FOBs and Administration Time	Med	Yes	Cost of the local government of providing the service or goods

**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/ Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee	
<b>SCHEDULE 10 - COMMUNITY AMENITIES</b>															
<b>TOWN PLANNING FEES</b>															
<b>Maximum set by Planning and Development Regulations 2009 (Part 7 - Local Government Planning Charges) Sch 2</b>															
1. Determination of development application (other than for an extractive industry)Where the estimated cost of the development is -															
1106010	S	a) not more than \$50,000	\$147.00	Nil	\$147.00	\$147.00	Nil	\$147.00	Nil	\$0.00	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	b) more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development	Nil	0.32% of the estimated cost of development	0.32% of the estimated cost of development	Nil	0.32% of the estimated cost of development	Nil	N/A	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	c) more than \$500,000 but not more than \$2.5 million	\$1,700+ 0.257% for every \$1.00 in excess of \$500,000	Nil	\$1,700+ 0.257% for every \$1.00 in excess of \$500,000	\$1,700+ 0.257% for every \$1.00 in excess of \$500,000	Nil	\$1,700+ 0.257% for every \$1.00 in excess of \$500,000	Nil	N/A	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	d) more than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1.00 in excess of \$2.5 million	Nil	\$7,161 + 0.206% for every \$1.00 in excess of \$2.5 million	\$7,161 + 0.206% for every \$1.00 in excess of \$2.5 million	Nil	\$7,161 + 0.206% for every \$1.00 in excess of \$2.5 million	Nil	N/A	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	e) more than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1.00 in excess of \$5 million	Nil	\$12,633 + 0.123% for every \$1.00 in excess of \$5 million	\$12,633 + 0.123% for every \$1.00 in excess of \$5 million	Nil	\$12,633 + 0.123% for every \$1.00 in excess of \$5 million	Nil	N/A	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	f) more than \$21.5 million	\$34,196.00	Nil	\$34,196.00	\$34,196.00	Nil	\$34,196.00	Nil	\$0.00	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	2. Determine a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus by the way of penalty, twice that fee	Nil	The fee in item 1 plus by the way of penalty, twice that fee	The fee in item 1 plus by the way of penalty, twice that fee	Nil	The fee in item 1 plus by the way of penalty, twice that fee	Nil	N/A	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	3. Determination of development application for an extractive industry where the development has not commenced or been carried out	\$739.00	Nil	\$739.00	\$739.00	Nil	\$739.00	Nil	\$0.00	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	4. Determination of development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee	Nil	The fee in item 3 plus, by way of penalty, twice that fee	The fee in item 3 plus, by way of penalty, twice that fee	Nil	The fee in item 3 plus, by way of penalty, twice that fee	Nil	N/A	As per Legislation	Moderate	N/A	As per Legislation	
5. Provision of a subdivision clearance -															
1106010	S	a) not more than 5 lots	\$73.00 per lot	Nil	\$73.00 per lot	\$73.00 per lot	Nil	\$73.00 per lot	Nil	\$0.00	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	b) more than 5 lots but not more than 195 lots	\$73.00 per lot for the first 5 lots and then \$35.00 per lot	Nil	\$73.00 per lot for the first 5 lots and then \$35.00 per lot	\$73.00 per lot for the first 5 lots and then \$35.00 per lot	Nil	\$73.00 per lot for the first 5 lots and then \$35.00 per lot	Nil	N/A	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	c) more than 195 lots	\$7,393.00	Nil	\$7,393.00	\$7,393.00	Nil	\$7,393.00	Nil	\$0.00	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	6. Determine an initial application for approval of a home occupation where the home occupation has not commenced	\$222.00	Nil	\$222.00	\$222.00	Nil	\$222.00	Nil	\$0.00	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	7. Determine an initial application for approval of a home occupation where the home occupation has commenced	The fee in item 6 plus, by way of penalty, twice that fee	Nil	The fee in item 6 plus, by way of penalty, twice that fee	The fee in item 6 plus, by way of penalty, twice that fee	Nil	The fee in item 6 plus, by way of penalty, twice that fee	Nil	N/A	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	8. Determining the application for the renewal of an approval of a home occupation where the application is made before the approval expires	\$73.00	Nil	\$73.00	\$73.00	Nil	\$73.00	Nil	\$0.00	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	9. Determining the application for the renewal of an approval of a home occupation where the application is made after the approval expires	The fee in item 8 plus, by way of penalty, twice that fee	Nil	The fee in item 8 plus, by way of penalty, twice that fee	The fee in item 8 plus, by way of penalty, twice that fee	Nil	The fee in item 8 plus, by way of penalty, twice that fee	Nil	N/A	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	10. Determining an application for a change of use or for an alteration or extension or change of a non - conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out	\$295.00	Nil	\$295.00	\$295.00	Nil	\$295.00	Nil	\$0.00	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	11. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply where the change or the alteration extension or change has commenced or been carried out	The fee in item 10 plus, by way of penalty, twice that fee	Nil	The fee in item 10 plus, by way of penalty, twice that fee	The fee in item 10 plus, by way of penalty, twice that fee	Nil	The fee in item 10 plus, by way of penalty, twice that fee	Nil	N/A	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	12 Providing a zoning certificate	\$73.00	Nil	\$73.00	\$73.00	Nil	\$73.00	Nil	\$0.00	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	13. Reply to a property settlement questionnaire	\$73.00	Nil	\$73.00	\$73.00	Nil	\$73.00	Nil	\$0.00	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	14.Providing written planning advice	\$75.64	Nil	\$75.64	\$75.64	Nil	\$75.64	Nil	\$0.00	As per Legislation	Moderate	N/A	As per Legislation	
1106010	S	Renewal of home occupation permit	\$73.00	Nil	\$73.00	\$73.00	Nil	\$73.00	Nil	\$0.00	As per Legislation	Moderate	N/A	As per Legislation	
<b>OTHER TOWN PLANNING FEES AND CHARGES</b>															
1106010	C	Copy of Scheme	\$27.27	\$2.73	\$30.00	\$25.75	\$2.58	\$28.33		\$1.67	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods	
1106010	C	Sign Applications - Compliant with Council Policy	\$35.00	Nil	\$35.00	\$30.90	Nil	\$30.90		\$4.10	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods	
1106010	C	Sign Applications - Non Compliant with Council Policy	\$110.00	Nil	\$110.00	\$103.00	Nil	\$103.00		\$7.00	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods	
1106010	C	Directional Signs	at cost	Yes	at cost	at cost	Yes	at cost		Nil	Officer Time to process + Sign	Moderate	N/A	Cost of the local government of providing the service or goods	
1106010	C	Assessment of Caravan Rigid Annexes	\$110.00	Nil	\$110.00	\$103.00	Nil	\$103.00		\$7.00	Officer Time to process	Moderate	N/A	Cost of the local government of providing the service or goods	
1106010	C	Issue of Zoning Certificate	\$80.00	Nil	\$80.00	\$75.19	Nil	\$75.19		\$4.81	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods	
1106010	C	Reply to Property Settlement Questionnaire	\$80.00	Nil	\$80.00	\$75.19	Nil	\$75.19		\$4.81	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods	
1106010	C	Minor Amendment to Town Planning Approval	\$130.00	Nil	\$130.00	\$128.75	Nil	\$128.75		\$1.25	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods	
1106010	C	Major Amendment to Town Planning Approval (for works over \$50,000 estimated value)	50% of the original application fee	Nil	50% of the original application fee	50% of the original application fee	Nil	50% of the original application fee		Nil	Officer Time to process & Printing	Moderate	N/A	Cost of the local government of providing the service or goods	
1106010	C	Minor Planning Fee (for Building Under 40m²)	\$55.00	Nil	\$55.00	\$51.50	Nil	\$51.50		\$3.50	Officer Time to process	Moderate	N/A	Cost of the local government of providing the service or goods	
1106010	C	Extractive Industries - New Application Less than 5ha	\$740.00	Nil	\$740.00	\$739.00	Nil	\$739.00		\$1.00	Officer Time to process	Moderate	N/A	Cost of the local government of providing the service or goods	
1106010	C	Extractive Industries - Annual Renewal Fee	\$75.00	Nil	\$75.00	\$73.00	Nil	\$73.00		\$2.00	Officer Time to process	Moderate	N/A	Cost of the local government of providing the service or goods	
1106010	C	Extractive Industries - Bond for Reinstatements	\$2000.00	Nil	\$2000.00	\$2000.00	Nil	\$2000.00		\$0.00	Officer Time to process	Moderate	N/A	Cost of the local government of providing the service or goods	

**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/(Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
		<b>CEMETERY FEES</b>												
I101	C	Grant of Right of Burial (including Administration Fee)	\$309.09	\$30.91	<b>\$340.00</b>	\$309.09	\$30.91	<b>\$340.00</b>		\$0.00	Cost of Staff and printing to issue permit	High	Yes	Cost of the local government of providing the service or goods
I101	C	Administration Fee	\$45.45	\$4.55	<b>\$50.00</b>	\$45.00	\$4.50	<b>\$49.50</b>		\$0.50	Cost of Staff and printing to issue permit	High	Yes	Cost of the local government of providing the service or goods
I101	C	Plot Reservation Fee	\$50.00	\$5.00	<b>\$55.00</b>	\$50.00	\$5.00	<b>\$55.00</b>		\$0.00	Cost of Staff and printing to issue license.	High	Yes	Cost of the local government of providing the service or goods
		<b>Sinking Fees</b>												
I101	C	Ordinary Grave	\$863.64	\$86.36	<b>\$950.00</b>	\$868.18	\$86.82	<b>\$955.00</b>		\$5.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Grave for child under 7 years	\$650.00	\$65.00	<b>\$715.00</b>	\$650.00	\$65.00	<b>\$715.00</b>		\$0.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Grave for any stillborn child	\$350.00	\$35.00	<b>\$385.00</b>	\$349.09	\$34.91	<b>\$384.00</b>		\$1.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Interment of ashes in a grave	\$154.55	\$15.45	<b>\$170.00</b>	\$154.55	\$15.45	<b>\$170.00</b>		\$0.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Deeper than 1.8m	\$1236.36	\$123.64	<b>\$1,360.00</b>	\$1236.36	\$123.64	<b>\$1,360.00</b>		\$0.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
		<b>Re-opening</b>												
I101	C	Person 7 years and over * (for second interment)	\$863.64	\$86.36	<b>\$950.00</b>	\$863.64	\$86.36	<b>\$950.00</b>		\$0.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Child under 7 years * (for second interment)	\$650.00	\$65.00	<b>\$715.00</b>	\$650.00	\$65.00	<b>\$715.00</b>		\$0.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Any stillborn child	\$350.00	\$35.00	<b>\$385.00</b>	\$350.00	\$35.00	<b>\$385.00</b>		\$0.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
		<b>Niche Wall</b>				\$0.00	\$0.00							
I101	C	Single Niche and placement of ashes (Excludes Plaque and Inscription)	\$281.82	\$28.18	<b>\$310.00</b>	\$281.82	\$28.18	<b>\$310.00</b>		\$0.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Double Niche and placement of ashes (Excludes Plaque and Inscription)	\$327.27	\$32.73	<b>\$360.00</b>	\$324.55	\$32.45	<b>\$357.00</b>		\$3.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Reservation of Niche	\$50.00	\$5.00	<b>\$55.00</b>	\$50.00	\$5.00	<b>\$55.00</b>		\$0.00	Cost of Staff and printing to process reservation.	High	Yes	Cost of the local government of providing the service or goods
I101	C	Plaque and Inscription (Plus Administration Fee)	POA	Y	<b>POA</b>	POA	Y	<b>POA</b>		N/A	Actual cost of goods			Cost of the local government of providing the service or goods
I101	C	Deposit for Plaques (if not paid in full)	\$118.18	\$11.82	<b>\$130.00</b>	\$115.00	\$11.50	<b>\$126.50</b>		\$3.50	Actual cost of goods	High	Yes	Cost of the local government of providing the service or goods
		<b>Memorial Gardens</b>												
I101	C	Plinth (Excludes Plaque and Inscription)	\$150.00	\$15.00	<b>\$165.00</b>	\$150.00	\$15.00	<b>\$165.00</b>		\$0.00	Actual cost of goods			Cost of the local government of providing the service or goods
I101	C	Plaque and Inscription (Plus Administration Fee)	POA	Y	<b>POA</b>	POA	Y	<b>POA</b>		N/A	Actual cost of goods			Cost of the local government of providing the service or goods
I101	C	Deposit for Plaques (if not paid in full)	\$118.18	\$11.82	<b>\$130.00</b>	\$115.00	\$11.50	<b>\$126.50</b>		\$3.50	Actual cost of goods	High	Yes	Cost of the local government of providing the service or goods
		<b>Extra Charges for</b>												
I101	C	Interment without due notice	\$259.09	\$25.91	<b>\$285.00</b>	\$259.09	\$25.91	<b>\$285.00</b>		\$0.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Interment outside of usual work hours	\$286.36	\$28.64	<b>\$315.00</b>	\$286.36	\$28.64	<b>\$315.00</b>		\$0.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
		<b>Extra Charges for</b>												
I101	C	Permission to erect a headstone or kerbing	\$72.73	\$7.27	<b>\$80.00</b>	\$72.73	\$7.27	<b>\$80.00</b>		\$0.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Permission to erect memorial plaque or plinth	\$72.73	\$7.27	<b>\$80.00</b>	\$72.73	\$7.27	<b>\$80.00</b>		\$0.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Permission to erect monument	\$72.73	\$7.27	<b>\$80.00</b>	\$72.73	\$7.27	<b>\$80.00</b>		\$0.00	Cost of Staff and Printing to Issue permission	High	Yes	Cost of the local government of providing the service or goods
I101	C	Permission to erect nameplate	\$27.27	\$2.73	<b>\$30.00</b>	\$27.27	\$2.73	<b>\$30.00</b>		\$0.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Registration of "Transfer of Form of Grant of Right of Burial" or issue copy	\$31.82	\$3.18	<b>\$35.00</b>	\$30.91	\$3.09	<b>\$34.00</b>		\$1.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Renewal of Grant of right of Burial	\$63.64	\$6.36	<b>\$70.00</b>	\$61.82	\$6.18	<b>\$68.00</b>		\$2.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods
I101	C	Undertakers Single License for one Interment	\$77.27	\$7.73	<b>\$85.00</b>	\$77.27	\$7.73	<b>\$85.00</b>		\$0.00	Staff and Plant costs	High	Yes	Cost of the local government of providing the service or goods

**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/ Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee	
<b>REFUSE/RUBBISH DISPOSAL/ENVIRONMENT</b>															
I104	C	Rubbish Service Fees (240L residential per service per annum). Fee to be charged for all habitable properties	\$310.00	Nil	\$310.00	\$310.00	Nil	\$310.00		\$0.00	based on Cost Centre and Cleanaway and tip costs	High	Yes	Cost of the local government of providing the service or goods	
I104	C	Rubbish Service Fees (240L residential recycling per service per annum). Fee to be charged for all habitable properties	\$110.00	Nil	\$110.00	\$110.00	Nil	\$110.00		\$0.00	based on Cost Centre and Cleanaway and tip costs	High	Yes	Cost of the local government of providing the service or goods	
I104	C	Replacement 240L bins - residential rubbish & recycling	\$70.00	\$7.00	\$77.00	\$70.00	\$7.00	\$77.00		\$0.00	Supply and delivery	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Rubbish Tip Fee For After Hours - Supervised Access	\$63.64	\$6.36	\$70.00	\$60.00	\$6.00	\$66.00		\$4.00	Cost of Staff to be present for access	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Rubbish Tip Fee For After Hrs-Unsupervised Access Annual Fee (For Business Purposes Only)	\$145.45	\$14.55	\$160.00	\$140.00	\$14.00	\$154.00		\$6.00	Cost of Key for Access & Out of Hours Usage	moderate	Yes	Cost of the local government of providing the service or goods	
TRUST	C	Key Bond for after hours access (Refundable after Return)	\$20.00	Nil	\$20.00	\$20.00	Nil	\$20.00		\$0.00	-	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Domestic Waste - 120L Mobile Bin or Equivalent and minimum charge	\$4.55	\$0.45	\$5.00	\$2.73	\$0.27	\$3.00		\$2.00	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Domestic Waste - 240L Mobile Bin or Equivalent	\$9.09	\$0.91	\$10.00	\$5.45	\$0.55	\$6.00		\$4.00	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Domestic Waste - Car Boot Load or Equivalent	\$9.09	\$0.91	\$10.00	\$6.36	\$0.64	\$7.00		\$3.00	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Domestic Waste - Utility or Trailer (max 1.8m x 1.2m)	\$13.64	\$1.36	\$15.00	\$11.82	\$1.18	\$13.00		\$2.00	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Domestic Waste - Small Truck (2-4 tonne)	\$36.36	\$3.64	\$40.00	\$35.45	\$3.55	\$39.00		\$1.00	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Contaminated or unsorted mixed loads m3 - residents and non residents (Includes Commercial Waste)	\$30.00	\$3.00	\$33.00	\$30.00	\$3.00	\$33.00		\$0.00	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Burial of Hazardous Waste (per m3) (as per licence) (Includes Asbestos)	\$150.00	\$15.00	\$165.00	\$150.00	\$15.00	\$165.00		\$0.00	Shire cost to bury	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Car body belonging to resident	\$72.73	\$7.27	\$80.00	\$70.91	\$7.09	\$78.00		\$2.00	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Truck body belonging to resident	\$100.00	\$10.00	\$110.00	\$93.64	\$9.36	\$103.00		\$7.00	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	White Goods - per item	\$9.09	\$0.91	\$10.00	\$5.45	\$0.55	\$6.00		\$4.00	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Building Rubble per m3	\$22.73	\$2.27	\$25.00	\$20.00	\$2.00	\$22.00		\$3.00	Cost of contractor, staff and plant to bury	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Green Waste - Residents m3	Free	Nil	Free	Free	Nil	Free		N/A	Cost Staff and Plant , Contractor to push up and burn	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Green Waste - Non Residents m3	Free	Nil	Free	Free	Nil	Free		N/A	Cost Staff and Plant , Contractor to push up and burn	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Uncontaminated sand and fill - residents and non residents	Free	Nil	Free	Free	Nil	Free		N/A	N/A	moderate	Yes	N/A	
I104	C	Oil Disposal - Non residential or commercial - per litre	\$0.50	\$0.05	\$0.55	\$0.50	\$0.05	\$0.55		\$0.00	Cost for Shire to dispose of Waste Oil to Recycler e.g. Wren Oil	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Passenger and Motorcycle Tyre	\$4.55	\$0.45	\$5.00	\$4.55	\$0.45	\$5.00		\$0.00	WA Tyre Recovery Prices+Admin fee	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Light truck and 4x4 vehicle Tyre	\$9.09	\$0.91	\$10.00	\$8.18	\$0.82	\$9.00		\$1.00	WA Tyre Recovery Prices+Admin fee	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Truck Tyre	\$22.73	\$2.27	\$25.00	\$21.82	\$2.18	\$24.00		\$1.00	WA Tyre Recovery Prices+Admin fee	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Super single Tyre	\$27.27	\$2.73	\$30.00	\$27.27	\$2.73	\$30.00		\$0.00	WA Tyre Recovery Prices+Admin fee	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	Tractor Tyre (up to 1m)	\$40.91	\$4.09	\$45.00	\$38.18	\$3.82	\$42.00		\$3.00					
I104	C	Tyres with rims will be charges 100% on the cost of the tyre disposal cost	100% additional cost on the cost of tyre	100% additional cost on the cost of tyre	100% additional cost on the cost of tyre	100% additional cost on the cost of tyre	100% additional cost on the cost of tyre	100% additional cost on the cost of tyre		N/A	WA Tyre Recovery Prices+Admin fee	moderate	Yes	Cost of the local government of providing the service or goods	
I104	C	All other tyres as per WA Tyre Recovery Pricing	P.O.A	P.O.A	P.O.A	P.O.A	P.O.A	P.O.A		N/A	WA Tyre Recovery Prices+Admin fee	moderate	Yes	Cost of the local government of providing the service or goods	
I103	C	Septic Waste - per 1000L (Licenced Providers Only to Effluent Disposal Facility NOT Landfill Site)	\$54.55	\$5.45	\$60.00	\$51.50	\$5.15	\$56.65		\$3.35	Cost to maintain Septic waste ponds	moderate	Yes	Cost of the local government of providing the service or goods	

**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/ Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>SCHEDULE 11 - RECREATION AND CULTURE</b>														
<b>BUILDING HIRE FEES</b>														
<b>Town Hall, Pavilion &amp; Community Centre Hire</b>														
	C	<b>Commercial</b> - Examples include corporate bookings, classes / courses run by commercial operators such as Pilates, Dance, Martial arts, Academic training, and hobby courses for which tuition fees are paid or commercial sale & promotion activities such as Auctions.												
	C	<b>Social</b> - Examples include: private parties, social events, fundraising receptions cabaret, luncheons, cultural meetings, strata and other gatherings. <b>Social Bookings are eligible for a 50% Discount of Hire Fees</b>												
	C	<b>Not for Profit</b> (Certificate of Incorporation required) - Examples include: Organisational meetings, rehearsals, registered fundraisers, Club functions and registered charity groups. <b>Not for Profit Bookings are Eligible for a 75% Discount of Hire Fees</b>												
<b>Entire Facility Hire</b>														
11111010	C	Hopetoun Community Centre - Includes Conference/Function Room, Foyer/Meeting Room and Kitchen												
11111010	C	Daily Rate	\$259.09	\$25.91	\$285.00	\$259.09	\$25.91	\$285.00		\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Hourly Rate	\$54.55	\$5.45	\$60.00	\$51.50	\$5.15	\$56.65		\$3.35	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Ravensthorpe Town Hall - Includes Conference/Function Room and Kitchen												
11111010	C	Daily Rate	\$259.09	\$25.91	\$285.00	\$259.09	\$25.91	\$285.00		\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Hourly Rate	\$54.55	\$5.45	\$60.00	\$51.50	\$5.15	\$56.65		\$3.35	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Ravensthorpe Entertainment Centre - Includes Conference/Function Room, Foyer/Meeting Room, Change Rooms, Indoor Courts and Kitchen												
11111010	C	Daily Rate	\$300.00	\$30.00	\$330.00	\$259.09	\$25.91	\$285.00		\$45.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Hourly Rate	\$63.64	\$6.36	\$70.00	\$51.50	\$5.15	\$56.65		\$13.35	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Ravensthorpe Recreation Pavilion - Includes Conference/Function Room, Change Rooms and Kitchen												
11111010	C	Daily Rate	\$181.82	\$18.18	\$200.00	\$186.36	\$18.64	\$205.00		\$5.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Hourly Rate	\$36.36	\$3.64	\$40.00	\$36.36	\$3.64	\$40.00		\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
<b>Individual Room Hire</b>														
11111010	C	Meeting Room / Foyer Area - Daily Rate	\$100.00	\$10.00	\$110.00	\$100.00	\$10.00	\$110.00		\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Meeting Room / Foyer Area - Hourly Rate	\$18.18	\$1.82	\$20.00	\$15.45	\$1.55	\$17.00		\$3.01	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Conference Room / Hall Only - Daily Rate (Not including Kitchen)	\$127.27	\$12.73	\$140.00	\$123.64	\$12.36	\$136.00		\$4.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Conference Room / Hall Only - Hourly Rate (Not including Kitchen)	\$27.27	\$2.73	\$30.00	\$25.45	\$2.55	\$28.00		\$2.01	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Kitchen Only - Daily Rate	\$145.45	\$14.55	\$160.00	\$140.91	\$14.09	\$155.00		\$5.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Kitchen Only - Hourly Rate	\$31.82	\$3.18	\$35.00	\$30.91	\$3.09	\$34.00		\$1.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Indoor Courts Only - Daily Rate	\$181.82	\$18.18	\$200.00	\$259.09	\$25.91	\$285.00		\$85.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Indoor Courts Only - Hourly Rate	\$36.36	\$3.64	\$40.00	\$41.82	\$4.18	\$46.00		\$6.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Change Rooms Only - Daily Rate	\$72.73	\$7.27	\$80.00	\$72.73	\$7.27	\$80.00		\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Change Rooms Only - Hourly Rate	\$13.64	\$1.36	\$15.00	\$15.45	\$1.55	\$17.00		\$2.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Liquor Permit Approval - Refer to Hire Conditions. Note: Police Approval may be required. A Permit will need to be obtained to serve liquor on premises	\$22.73	\$2.27	\$25.00	\$20.91	\$2.09	\$23.00		\$2.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Late Booking Fee	\$22.73	\$2.27	\$25.00	\$20.91	\$2.09	\$23.00		\$2.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
11111010	C	Booking Cancellation Fee	\$22.73	\$2.27	\$25.00	\$20.91	\$2.09	\$23.00		\$2.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
<b>Events</b>														
11111010	C	Concerts, performing arts events provided by the Shire as authorised by the CEO	CEO to approve event fee	Yes	CEO to approve event fee	CEO to approve event fee		CEO to approve event fee		N/A		Moderate		Cost of the local government of providing the service or goods
11111010	C	Physical activity programs provided by the Shire are charged as authorised by the CEO	CEO to approve event fee	Yes	CEO to approve event fee	CEO to approve event fee		CEO to approve event fee		N/A		Moderate		Cost of the local government of providing the service or goods
<b>Bonds (Refundable)</b>														
TRUST	C	Key, each	\$50.00	Nil	\$50.00	\$50.00	Nil	\$50.00		\$0.00		Moderate		Cost of the local government of providing the service or goods
TRUST	C	Meeting Room Only Hire Bond (inc Key)	\$50.00	Nil	\$50.00	\$150.00	Nil	\$50.00		\$0.00		Moderate		Cost of the local government of providing the service or goods
TRUST	C	Facility Hire Bond	\$100.00	Nil	\$100.00	\$200.00	Nil	\$100.00		\$0.00		Moderate		Cost of the local government of providing the service or goods
TRUST	C	Facility Hire Bond with alcohol at event - Authorisation must be obtained from CEO (refer below)	\$400.00	Nil	\$400.00	\$150.00	Nil	\$400.00		\$0.00		Moderate		Cost of the local government of providing the service or goods
TRUST	C	The CEO may authorise and implement an annual standing bond for community groups for the regular use of facilities and/or equipment. 1. Deposits and hire charges are to be paid when keys are collected unless standing deposit held. 2. Claims for credit/refunds will not be considered unless notified by the end of the following month. 3. Deposits will be refunded once clearance is given by caretaker, or at close of season as appropriate.	\$500.00	Nil	\$500.00	\$500.00	Nil	\$500.00		\$0.00		Moderate		Cost of the local government of providing the service or goods
11111010	C	4. Should the facility be left in a state requiring cleaning, an hourly fee will apply and any Bond Held until payment for Cleaning is made. 5. The hirer of a public building is responsible for the first \$1,000.00 of damage or breakages incurred. 6. A License from the Clerk of Courts to sell liquor is required if liquor is to be sold or is included in the ticket price for a function. 6. Any consumption of liquor must be authorised by the CEO.	\$100.00	\$10.00	\$110.00	\$100.00	\$10.00	\$110.00		\$0.00	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods



**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/(Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee	
<b>RECREATION GROUND HIRE FEES</b>															
1113010	C	Oval/Park Hire - Casual Daily Rate	\$100.00	\$10.00	<b>\$110.00</b>	\$95.46	\$9.55	<b>\$105.00</b>		\$5.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
1113010	C	Oval/Park Hire - Casual Hourly Rate	\$27.27	\$2.73	<b>\$30.00</b>	\$23.63	\$2.36	<b>\$26.00</b>		\$4.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
1113010	C	Private hire of Oval / park / reserve as approved by CEO (Local community groups excluded from fee)	CEO to approve event fee	Yes	<b>CEO to approve event fee</b>			<b>CEO to approve event fee</b>			Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
I115	C	Ravensthorpe Tigers Football & Sporting Club (per season)	\$2045.45	\$204.55	<b>\$2,250.00</b>	\$2727.27	\$272.73	<b>\$3000.00</b>		\$750.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
I115	C	Ravensthorpe Tennis Club (per season)	\$590.91	\$59.09	<b>\$650.00</b>	\$772.73	\$77.27	<b>\$850.00</b>		\$200.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
I115	C	Ravensthorpe Basketball Association (per season)	\$590.91	\$59.09	<b>\$650.00</b>	\$772.73	\$77.27	<b>\$850.00</b>		\$200.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
I115	C	Ravensthorpe District High School (per season)	\$886.36	\$88.64	<b>\$975.00</b>	\$1181.82	\$118.18	<b>\$1300.00</b>		\$325.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
		1. The use of the Recreation Ground Oval for training nights and home game fixtures; 2. The use of change rooms for training nights and home game fixtures; 3. The use of the Recreation Centre facilities for home game fixtures, and; 4. Three (2) free additional Recreation Centre function hires.													
		Note: Football, Hockey and Cricket Club fees include use of the Pavilion and courts for training purposes.													
		Note: Football, Hockey and Cricket Clubs are to book all home games and training nights prior to the commencement of their respective seasons.													
		Use of the Hardcourts tennis, netball and basketball fee													
<b>COMMUNITY GYM MEMBERSHIP FEES</b>															
I116	C	Annual Membership	\$236.36	\$23.64	<b>\$260.00</b>	\$234.09	\$23.41	<b>\$257.50</b>		\$2.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
I116	C	6 Month Membership	\$145.45	\$14.55	<b>\$160.00</b>	\$140.45	\$14.05	<b>\$154.50</b>		\$5.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
I116	C	3 Month Membership	\$81.82	\$8.18	<b>\$90.00</b>	\$79.59	\$7.96	<b>\$87.55</b>		\$2.45	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
I116	C	1 Month Membership	\$40.91	\$4.09	<b>\$45.00</b>	\$37.45	\$3.75	<b>\$41.20</b>		\$3.80	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
I116	C	Weekly Membership	\$22.73	\$2.27	<b>\$25.00</b>	\$23.41	\$2.34	<b>\$25.75</b>		\$0.75	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
I116	C	Casual Daily Membership	\$9.09	\$0.91	<b>\$10.00</b>	\$10.00	\$1.00	<b>\$11.00</b>		\$1.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
I116	C	Aged Pensioner Membership (on presentation of valid aged pension card)	25% Discount	Yes	<b>25% Discount</b>			<b>25% Discount</b>		N/A	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
I116	C	Commercial Hire per hour	\$22.73	\$2.27	<b>\$25.00</b>	\$22.73	\$2.27	<b>\$25.00</b>		\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
TRUST	C	Swipe Card Bond (Refundable)	\$20.00	Nil	<b>\$20.00</b>	\$20.00	Nil	<b>\$20.00</b>		\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods	
<b>SWIMMING POOL FEES</b>															
<b>Season Membership - October to April</b>															
1112050	C	Adult (18 years and over )	\$54.55	\$5.45	<b>\$60.00</b>	\$52.73	\$5.27	<b>\$58.00</b>		\$2.00	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods	
1112050	C	1/2 Season Adult Membership - January to April	\$27.27	\$2.73	<b>\$30.00</b>	\$26.37	\$2.64	<b>\$29.00</b>		\$1.00	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods	
1112050	C	Family Membership	\$100.00	\$10.00	<b>\$110.00</b>	\$95.45	\$9.55	<b>\$105.00</b>		\$5.00	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods	
1112050	C	1/2 Season Family Membership - January to April	\$50.00	\$5.00	<b>\$55.00</b>	\$47.73	\$4.77	<b>\$52.50</b>		\$2.50	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods	
1112050	C	Aged Pensioner Membership (on presentation of valid aged pension card)	25% Discount	Yes	<b>25% Discount</b>	\$1.45	\$0.15	<b>25% Discount</b>		N/A	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods	
1112050	C	Monthly Family Guest Pass (non-resident under Key Holder Supervision only)	\$27.27	\$2.73	<b>\$30.00</b>	\$30.00	\$3.00	<b>\$33.00</b>		\$3.00	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods	
1112050	C	Monthly Single Guest Pass (non-resident under Key Holder Supervision only)	\$22.73	\$2.27	<b>\$25.00</b>	\$25.00	\$2.50	<b>\$27.50</b>		\$2.50	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods	
1112050	C	Swimming classes (Vacation Swim Lessons only)	\$22.73	\$2.27	<b>\$25.00</b>	\$25.45	\$2.55	<b>\$28.00</b>		\$3.00	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods	
1112050	C	Commercial Hire per hour (Non Exclusive and Bookings Essential)	\$22.73	\$2.27	<b>\$25.00</b>	\$21.36	\$2.14	<b>\$23.50</b>		\$1.50	Maintenance and Overheads	Very High	Yes	Cost of the local government of providing the service or goods	
TRUST	C	Swipe Card Bond (Refundable)	\$20.00	Nil	<b>\$20.00</b>	\$20.00	Nil	<b>\$20.00</b>		\$0.00	Cost of Keys	Very High	Yes	Cost of the local government of providing the service or goods	
		To obtain a Pool Key one must have completed an eligible Pool Induction Course (Inductions are valid for 3 Pool Seasons inclusive) or hold a Bronze Medallion or higher swimming qualification													

**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/(Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>SCHEDULE 12 - TRANSPORT</b>														
<b>UNSEALED ROAD MAINTENANCE CONTRIBUTION</b>														
1122010	C	This fee will only be applicable when Council has approved conditional business access to an unsealed road. Maintenance agreement with Council is per tonne/per kilometre or part thereof.	\$0.20	\$0.02	<b>\$0.22</b>	\$0.20	\$0.02	<b>\$0.22</b>		\$0.00	estimate cost of road wearing out for each tonne of cartage	Low	No	estimate cost of road wearing out for each tonne of cartage
<b>Ravensthorpe Airport (YNRV) Landing Fees - per landing</b>														
1126010	C	Weight <2,000KG Aircraft owned or operated by Shire of Ravensthorpe residents	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00	\$0.00	<b>\$0.00</b>		\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1126010	C	Weight <2,000KG per 1,000KG or part thereof (MTOW) for all other aircraft	\$13.64	\$1.36	<b>\$15.00</b>	\$12.73	\$1.27	<b>\$14.00</b>		\$1.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1126010	C	Weight 2,000KG - 15,000KG per 1,000KG or part thereof (MTOW)	\$18.18	\$1.82	<b>\$20.00</b>	\$17.73	\$1.77	<b>\$19.50</b>		\$0.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1126010	C	Weight >15,000KG per 1,000KG or part thereof (MTOW)	\$22.73	\$2.27	<b>\$25.00</b>	\$22.73	\$2.27	<b>\$25.00</b>		\$0.00	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1126010	C	Landing Fees for Regular Passenger Transportation Operations	As per Negotiated Service Contract	Yes	<b>As per Negotiated Service Contract</b>			<b>As per Negotiated Service Contract</b>		N/A	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
<b>Passenger Handling Fee</b>														
1126010	C	Adult per passenger	\$40.91	\$4.09	<b>\$45.00</b>	\$37.72	\$3.77	<b>\$41.50</b>		\$3.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1126010	C	Child per passenger	\$13.64	\$1.36	<b>\$15.00</b>	\$9.54	\$0.95	<b>\$10.50</b>		\$4.50	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
<b>Other Airport Fees</b>														
1126010	C	Apron Overnight Fee - per 24 hour period or Part thereof	\$9.09	\$0.91	<b>\$10.00</b>	\$5.45	\$0.55	<b>\$6.00</b>		\$4.01	Maintenance and Overheads	Moderate		Cost of the local government of providing the service or goods
1126010	C	Airport Reporting Officer Time per hour (for delays in flights)	\$100.00	\$10.00	<b>\$110.00</b>	\$100.00	\$10.00	<b>\$110.00</b>		\$0.00	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods
1126010	C	Airport Officer Time per hour (for delays in flights)	\$77.27	\$7.73	<b>\$85.00</b>	\$75.00	\$7.50	<b>\$82.50</b>		\$2.50	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods
<b>STANDPIPE WATER CHARGE</b>														
1127010	C	1 kL (per 1,000 Litres)	\$2.60	Nil	<b>\$2.60</b>	\$2.50	Nil	<b>\$2.50</b>		\$0.10	cost recovery for water from water corp plus gst as per gst legislation	Moderate	Yes	cost recovery +gst
1127010	C	1 kL (per 1,000 Litres) during water restrictions	\$5.00	Nil	<b>\$5.00</b>	\$5.00	Nil	<b>\$5.00</b>		\$0.00	cost recovery for water from water corp plus gst as per gst legislation	Moderate	Yes	cost recovery +gst
1127010	C	Administration / Invoice Charge	\$45.45	\$4.55	<b>\$50.00</b>	\$45.00	\$4.50	<b>\$49.50</b>		\$0.50	officer time to process debtor and key bonds	Moderate	Yes	officer time to process debtor and key bonds
TRUST	C	Swipe Card Bond	\$50.00	Nil	<b>\$50.00</b>	\$50.00	Nil	<b>\$50.00</b>		\$0.00				

**SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021**

Account Code	Statutory/ Council	Particulars	2020/21 (ex GST)	GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>SCHEDULE 13 - ECONOMIC SERVICES</b>														
<b>BUILDING FEES</b>														
<b>Statutory - Building Services (Complaint Resolution and Administration) Act 2011 &amp; Regulations 2011</b>														
<b>APPLICATIONS FOR BUILDING / DEMOLITION</b>														
I130	S	Certified - Classes 1 and 10 (of declared value)	0.19% (min \$105.00)	Nil	<b>0.19% (min \$105.00)</b>	0.19%	Nil	<b>0.19% (min \$105.00)</b>		N/A	N/A	Low	N/A	N/A
I130	S	Certified - Classes 2 to 9 (of declared value)	0.09% (min \$105.00)	Nil	<b>0.09% (min \$105.00)</b>	0.09%	Nil	<b>0.09% (min \$105.00)</b>		N/A	N/A	Low	N/A	N/A
I130	S	Uncertified - Classes 1 and 10 (of declared value)	0.32% (min \$105.00)	Nil	<b>0.32% (min \$105.00)</b>	0.32%	Nil	<b>0.32% (min \$105.00)</b>		N/A	N/A	Low	N/A	N/A
I130	S	Minimum Fee any class	\$105.00	Nil	<b>\$105.00</b>	\$97.70	Nil	<b>\$105.00</b>		\$0.00	N/A	Low	N/A	N/A
I130	S	Application for Demolition Permit - Class 1 and 10	\$105.00	Nil	<b>\$105.00</b>	\$97.70	Nil	<b>\$105.00</b>		\$0.00	N/A	Low	N/A	N/A
I130	S	Application for Demolition Permit - Class 2 to 9	\$105.00 per storey	Nil	<b>\$105.00 per storey</b>	\$105.00 per storey	Nil	<b>\$105.00 per storey</b>		\$0.00	N/A	Low	N/A	N/A
I130	S	Application to extend time during which building or demolition permit has effect.	\$105.00	Nil	<b>\$105.00</b>	\$97.70	Nil	<b>\$105.00</b>		\$0.00	N/A	Low	N/A	N/A
<b>Building Services Levy-Dept of Commerce</b>														
I130	S	Building Permit (Over \$45,000)	0.137% of work value	Nil	<b>0.137% of work value</b>	0.137% of work value	Nil	<b>0.137% of work value</b>		N/A	N/A	Low	N/A	N/A
I130	S	Building Permit (\$45,000 or less)	\$61.65	Nil	<b>\$61.65</b>	\$61.65	Nil	<b>\$61.65</b>		\$0.00	N/A	Low	N/A	N/A
I130	S	Demolition Permit (Over \$45,000)	0.137% of work value	Nil	<b>0.137% of work value</b>	0.137% of work value	Nil	<b>0.137% of work value</b>		N/A	N/A	Low	N/A	N/A
I130	S	Demolition Permit (\$45,000 or less)	\$61.65	Nil	<b>\$61.65</b>	\$61.65	Nil	<b>\$61.65</b>		\$0.00	N/A	Low	N/A	N/A
I130	S	Occupancy Permit or Building Approval Certificate (s.47,49, 50 or 52 of Building Act 2011)	\$61.65	Nil	<b>\$61.65</b>	\$61.65	Nil	<b>\$61.65</b>		\$0.00	N/A	Low	N/A	N/A
I130	S	Occupancy Permit or Building Approval Certificate for Unauthorised Work (Over \$45,000 (s.51 of Building Act 2011))	0.274% of work value	Nil	<b>0.274% of work value</b>	0.274% of work value	Nil	<b>0.274% of work value</b>		N/A	N/A	Low	N/A	N/A
I130	S	Occupancy Permit or Building Approval Certificate for Unauthorised Work (\$45,000 or less (s.51 of Building Act 2011))	\$123.30	Nil	<b>\$123.30</b>	\$123.30	Nil	<b>\$123.30</b>		\$0.00	N/A	Low	N/A	N/A
<b>APPLICATION FOR OCCUPANCY PERMITS / BUILDING APPROVAL CERTIFICATES</b>														
<b>Statutory - Building Regulations 2012 Schedule 2 Application for:</b>														
I130	S	Occupancy Permit for a completed building (s.46)	\$105.00	Nil	<b>\$105.00</b>	\$97.70	Nil	<b>\$105.00</b>		\$0.00	N/A	Low	N/A	N/A
I130	S	Temporary Occupancy Permit for incomplete building (s.47)	\$105.00	Nil	<b>\$105.00</b>	\$97.70	Nil	<b>\$105.00</b>		\$0.00	N/A	Low	N/A	N/A
I130	S	Modification of an Occupancy Permit for additional use of a building on temporary basis (s. 48)	\$105.00	Nil	<b>\$105.00</b>	\$97.70	Nil	<b>\$105.00</b>		\$0.00	N/A	Low	N/A	N/A
I130	S	Replacement Occupancy Permit for permanent change of the building's use, classification (s.49)	\$105.00	Nil	<b>\$105.00</b>	\$97.70	Nil	<b>\$105.00</b>		\$0.00	N/A	Low	N/A	N/A
I130	S	Occupancy Permit or Building Approval Certificate for registration of strata scheme, plan of re-subdivision	\$11.60 per strata unit (min. \$115.00)	Nil	<b>\$11.60 per strata unit (min. \$115.00)</b>	\$10.80 per strata unit (min. \$115.00)	Nil	<b>\$11.60 per strata unit (min. \$115.00)</b>		\$0.80	N/A	Low	N/A	N/A
I130	S	Occupancy Permit for a building in respect of which unauthorised work has been done (s. 51(2))	0.18% of work value (min. \$105.00)	Nil	<b>0.18% of work value (min. \$105.00)</b>	0.18% of work value (min. \$105.00)	Nil	<b>0.18% of work value (min. \$105.00)</b>		Nil	N/A	Low	N/A	N/A
I130	S	Building Approval Certificate for a building in respect of which unauthorised work has been done (s.51(3))	0.38% of work value (min. \$105.00)	Nil	<b>0.38% of work value (min. \$105.00)</b>	0.38% of work value (min. \$105.00)	Nil	<b>0.38% of work value (min. \$105.00)</b>		Nil	N/A	Low	N/A	N/A
I130	S	Replacement Occupancy Permit for an existing building (s.52(1))	\$105.00	Nil	<b>\$105.00</b>	\$97.70	Nil	<b>\$105.00</b>		\$0.00	N/A	Low	N/A	N/A
I130	S	Building Approval Certificate for an existing building where unauthorised work has not been done (s.52(2))	\$105.00	Nil	<b>\$105.00</b>	\$97.70	Nil	<b>\$105.00</b>		\$0.00	N/A	Low	N/A	N/A
I130	S	Extension of time during which an occupancy permit or building approval certificate has effect (s.65(3)(a))	\$105.00	Nil	<b>\$105.00</b>	\$97.70	Nil	<b>\$105.00</b>		\$0.00	N/A	Low	N/A	N/A
<b>OTHER APPLICATIONS</b>														
I130	S	Application as defined in regulation 31 (for each building standard in respect of which declaration is sought)	\$2,160.15	Nil	<b>\$2,160.15</b>	\$2,160.15	Nil	<b>\$2,160.15</b>		\$0.00	N/A	Low	N/A	N/A
I130	S	BCITF Levy (over \$20,000) (of declared value) (Statutory)	0.20%	Nil	<b>0.20%</b>	0.20%	Nil	<b>0.20%</b>		Nil	N/A	Low	N/A	N/A
I130	C	Relocated Second-hand Dwelling Bond	\$10,000.00	Nil	<b>\$10,000.00</b>	\$10,000.00	Nil	<b>\$10,000.00</b>		\$0.00	Bond refunded once works completed	Moderate amenity of area new dwelling	no	incentive to improve paint etc
I130	S	Local Government approval of battery powered smoke alarms -Building Regulations 2012 Rea 61(3)\$170 max	\$170.00	Nil	<b>\$170.00</b>	\$170.00	Nil	<b>\$170.00</b>		\$0.00	N/A	Moderate	N/A	N/A
<b>TOWN PLANNING FEES</b>														
1106010	C	Rural Address Fee - supply and erection (Rural Road Number)	\$59.09	\$5.91	<b>\$65.00</b>	\$59.09	\$5.91	<b>\$65.00</b>		\$0.00	Cost of Rural Road number sign and cost of star picket and labour install costs plus plant costs	High - emergency services locate property	Yes	cost of sign and star picket and install costs
<b>Camping Site Charges</b>														
<b>Per night/bay/site</b>														
R325	C	Starvation Bay Camping Sites	\$13.64	\$1.36	<b>\$15.00</b>	\$13.64	\$1.36	<b>\$15.00</b>		\$0.00	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods
R323	C	Masons Bay Camping Site	\$13.64	\$1.36	<b>\$15.00</b>	\$13.64	\$1.36	<b>\$15.00</b>		\$0.00	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods
R321	C	Hamersley Inlet Camping Site	\$13.64	\$1.36	<b>\$15.00</b>	\$13.64	\$1.36	<b>\$15.00</b>		\$0.00	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods
	C	48 Hour Fully Self Contained RV & Caravan site Ravensthorpe & Hopetoun (Must comply with conditions listed at sites)	Free	Nil	<b>Free</b>			<b>Free</b>		N/A	Staff and Plant costs	Moderate		Cost of the local government of providing the service or goods

## SHIRE OF RAVENSTHORPE FEES AND CHARGES 2020/2021

Account Code	Statutory/Council	Particulars	2020/21 GST)	(ex GST	2020/21 Total (inc GST as applicable)	2019/20	GST	2019/20 Total (inc GST as applicable)	GST	Increase/ (Decrease)	Est cost of providing good/service	How important is the fee or charge to the community	Restricted to cost	Develop Rationale for price / Authority to Set Fee
<b>SCHEDULE 14 - OTHER PROPERTY AND SERVICES</b>														
<b>ENGINEERING SERVICES</b>														
<b>Engineering Private Works and wet hire of plant as approved by CEO</b>														
I140	C	Private Works Charge - Includes Administration Fee	\$141.81	\$14.18	\$156.00	\$141.81	\$14.18	\$156.00		\$0.00	officer time to process private works quote and raise sdry debtor	Low	Yes	officer time to process private works quote and raise sdry debtor
I140	C	Development Supervision Fee % of Total Value of all Road and Drainage Works	1.5% of Capital Works Cost	Nil	1.5% of Capital Works Cost			1.5% of Capital Works Cost		N/A				
<b>Wet plant hire (per hour, minimum of one hour)</b>														
I140	C	- Front end loader	\$163.64	\$16.36	\$180.00	\$160.00	\$16.00	\$176.00		\$0.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Tip truck - 10m3	\$168.18	\$16.82	\$185.00	\$165.00	\$16.50	\$181.50		\$3.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Tip truck - 6m3	\$154.55	\$15.45	\$170.00	\$155.00	\$15.50	\$170.50		\$0.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Tip truck - 3m3	\$136.36	\$13.64	\$150.00	\$130.00	\$13.00	\$143.00		\$7.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Rollers	\$154.55	\$15.45	\$170.00	\$155.00	\$15.50	\$170.50		\$0.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Tractor/Broom	\$163.64	\$16.36	\$180.00	\$160.00	\$16.00	\$176.00		\$4.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Road patching maintenance truck (plus materials)	\$168.18	\$16.82	\$185.00	\$165.00	\$16.50	\$181.50		\$3.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Sign truck (plus materials)	\$136.36	\$13.64	\$150.00	\$130.00	\$13.00	\$143.00		\$7.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Water truck (large) (plus water)	\$168.18	\$16.82	\$185.00	\$165.00	\$16.50	\$181.50		\$3.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Water truck (small) (plus water)	\$154.55	\$15.45	\$170.00	\$155.00	\$15.50	\$170.50		\$0.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Tractor and slasher	\$181.82	\$18.18	\$200.00	\$175.00	\$17.50	\$192.50		\$7.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Tractor and mower	\$181.82	\$18.18	\$200.00	\$175.00	\$17.50	\$192.50		\$7.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Grader/Loader	\$181.82	\$18.18	\$200.00	\$170.00	\$17.00	\$187.00		\$13.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Backhoe	\$181.82	\$18.18	\$200.00	\$210.00	\$21.00	\$231.00		\$31.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Bobcat (includes attachments)	\$181.82	\$18.18	\$200.00	\$210.00	\$21.00	\$231.00		\$31.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Mowers with catchers	\$113.64	\$11.36	\$125.00	\$110.00	\$11.00	\$121.00		\$4.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Out front ride on mower	\$113.64	\$11.36	\$125.00	\$110.00	\$11.00	\$121.00		\$4.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Small ride on mower	\$113.64	\$11.36	\$125.00	\$110.00	\$11.00	\$121.00		\$4.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- SAM sign / Mobile Traffic Lights (per 8.5 hour day)	\$100.00	\$10.00	\$110.00	\$100.00	\$10.00	\$110.00		\$0.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Trailer box	\$45.45	\$4.55	\$50.00	\$45.00	\$4.50	\$49.50		\$0.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	cost of fuel and operator
I140	C	- Trailer large car	\$45.45	\$4.55	\$50.00	\$45.00	\$4.50	\$49.50		\$0.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- Trailer heavy plant	\$45.45	\$4.55	\$50.00	\$45.00	\$4.50	\$49.50		\$0.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- 14kva Generator	\$45.45	\$4.55	\$50.00	\$45.00	\$4.50	\$49.50		\$0.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- Spray unit and vehicle (excluding chemicals)	\$113.64	\$11.36	\$125.00	\$110.00	\$11.00	\$121.00		\$4.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- 4 x 4 ute (per 8.5 hour day)	\$750.00	\$75.00	\$825.00	\$748.00	\$74.80	\$822.80		\$2.20	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- 4 x 4 ute (per hour)	\$104.55	\$10.45	\$115.00	\$105.00	\$10.50	\$115.50		\$0.50	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- 4 x 2 ute (per 8.5 hour day)	\$713.64	\$71.36	\$785.00	\$714.00	\$71.40	\$785.40		\$0.40	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- 4 x 2 ute (per hour)	\$100.00	\$10.00	\$110.00	\$100.00	\$10.00	\$110.00		\$0.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- Small sedan (per hour)	\$90.91	\$9.09	\$100.00	\$90.00	\$9.00	\$99.00		\$1.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
I140	C	- Large sedan (per hour)	\$100.00	\$10.00	\$110.00	\$100.00	\$10.00	\$110.00		\$0.00	wet plant hire cost of fuel and shire operator	Moderate	Yes	Cost of the local government of providing the service or goods
<i>Note: all plant hire rates include operator labour costs as plant will not be dry hired unless approved by CEO for other local government use at agreed rates.</i>														
1. All Plant hired to be operated by Shire of Ravensthorpe Staff.														
2. Minor Plant is not to be hired out unless specifically authorised by CEO.														
3. Professional or skilled personal services only when not using plant refer to Schedule 4 for fees.														
<b>SALE OF Materials</b>														
	C	Mulch m3	\$18.18	\$1.82	\$20.00	\$17.00	\$1.70	\$18.70		\$1.30	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	C	Sand (yellow) m3	\$22.73	\$2.27	\$25.00	\$22.73	\$2.27	\$25.00		\$0.00	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	C	Gravel m3	\$31.82	\$3.18	\$35.00	\$28.64	\$2.86	\$31.50		\$3.50	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	C	Blue Metal m3	\$100.00	\$10.00	\$110.00	\$94.55	\$9.45	\$104.00		\$6.00	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	C	Mixed Stone m3	\$36.36	\$3.64	\$40.00	\$34.09	\$3.41	\$37.50		\$2.50	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	C	<b>Delivery Charge in town</b>	\$0.00	\$0.00		\$0.00	\$0.00			\$0.00	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	C	Large Truck (6m3 and above)	\$77.27	\$7.73	\$85.00	\$73.64	\$7.36	\$81.00		\$4.00	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	C	Small Truck (any truck smaller than 6m3)	\$63.64	\$6.36	\$70.00	\$62.73	\$6.27	\$69.00		\$1.00	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods
	C	<b>Delivery charge out of town</b>	Refer to Plant Hire Charges - hourly	At Cost	Refer to Plant Hire Charges - hourly			Refer to Plant Hire Charges - hourly		Refer to Plant Hire Charges -	cost of plant and labour	Moderate	Yes	Cost of the local government of providing the service or goods
	C	Concrete Slabs 600 x 600 x 50mm (each)	\$3.64	\$0.36	\$4.00	\$3.49	\$0.35	\$3.84		\$0.16	cost of good	Moderate	Yes	Cost of the local government of providing the service or goods

**ATTACHMENT**

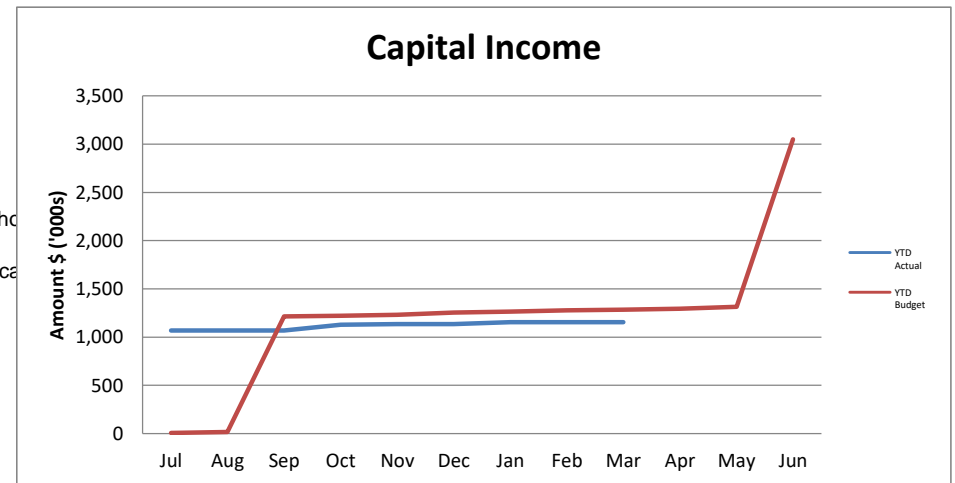
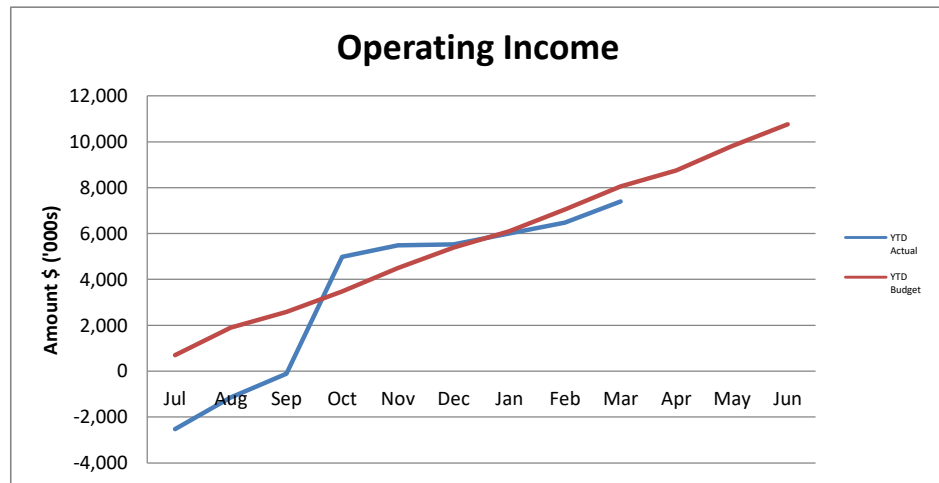
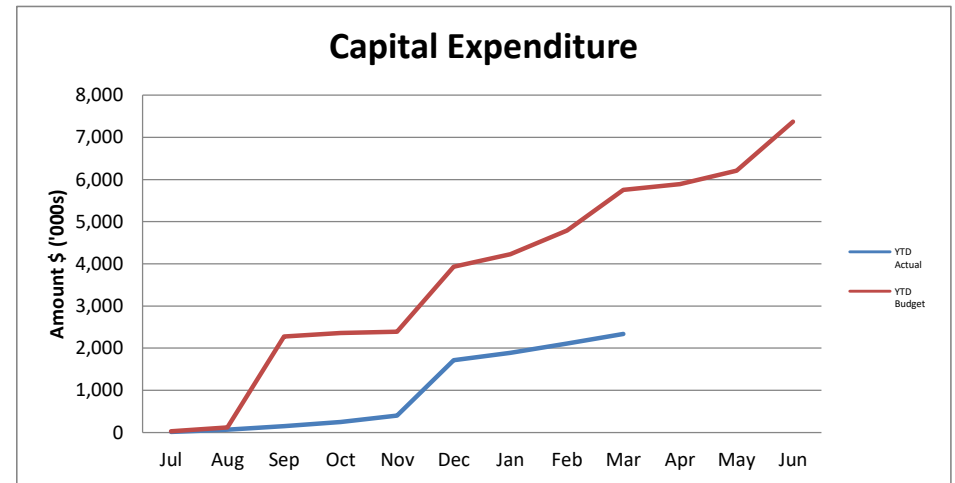
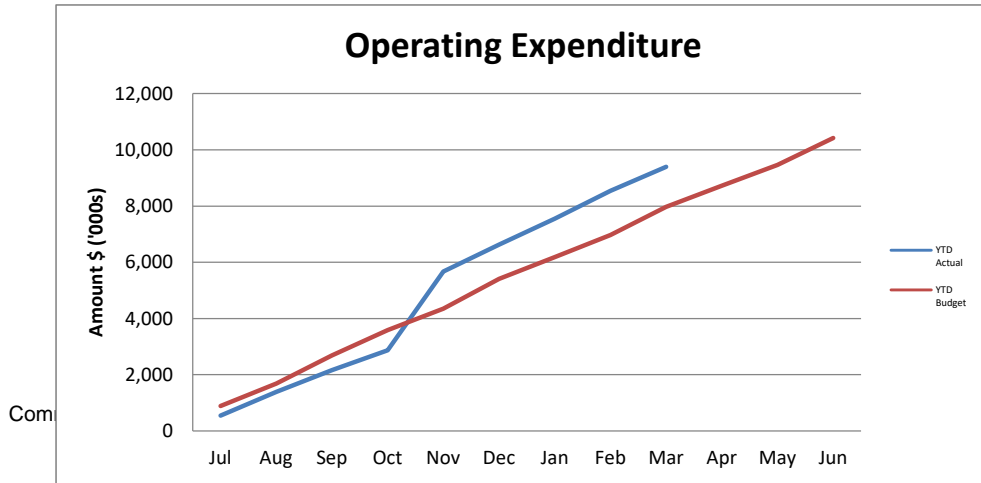


**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2020**

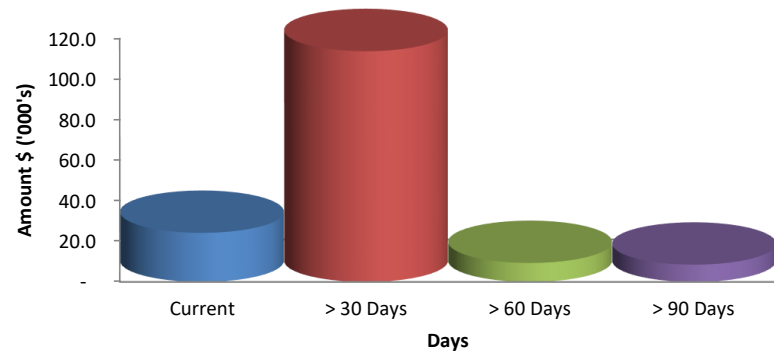
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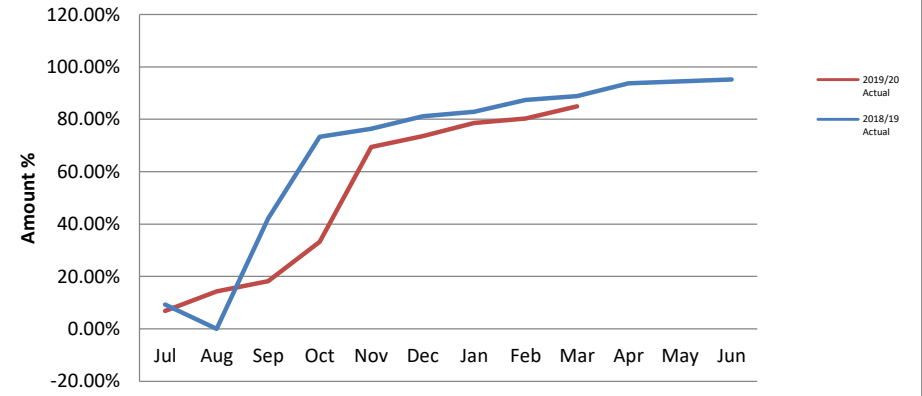
# Income and Expenditure Graphs to 31 March 2020



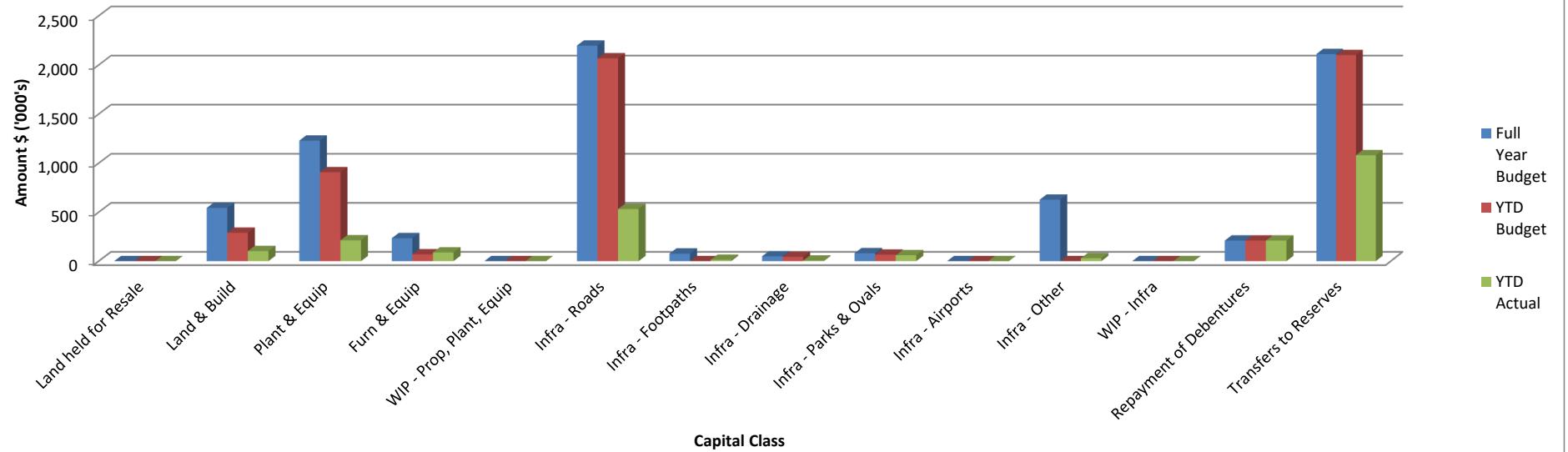
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure





**SHIRE OF RAVENSTHORPE  
SHIRE OF RAVENSTHORPE  
STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MARCH 2020**

NOTE	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	MARCH 2019 Y-T-D Budget \$	MARCH 2019 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>							
<b>Revenues/Sources</b>							
Governance	4,500	29,500	23,247	26,350	3,103	113.35%	
General Purpose Funding	1,113,442	1,097,442	842,175	830,193	(11,982)	98.58%	
Law, Order, Public Safety	411,700	387,700	341,301	319,888	(21,413)	93.73%	
Health	14,000	16,000	12,014	16,559	4,545	137.83%	
Education and Welfare	569,150	500,650	397,702	392,902	(4,800)	98.79%	
Housing	5,200	5,200	3,897	4,000	103	102.64%	
Community Amenities	864,800	875,800	679,892	649,408	(30,484)	95.52%	
Recreation and Culture	165,300	103,300	89,464	70,512	(18,952)	78.82%	
Transport	2,703,659	2,585,659	1,773,628	450,390	(1,323,238)	25.39%	▲
Economic Services	256,500	252,500	199,501	121,295	(78,206)	60.80%	
Other Property and Services	453,500	460,500	349,293	77,765	(271,528)	22.26%	▲
	6,561,751	6,314,251	4,712,114	2,959,262	(1,752,852)	62.80%	
<b>(Expenses)/(Applications)</b>							
Governance	(795,891)	(830,891)	(647,721)	(516,625)	131,096	(79.76%)	▲
General Purpose Funding	(256,753)	(290,753)	(218,348)	(180,963)	37,385	(82.88%)	
Law, Order, Public Safety	(915,429)	(910,429)	(695,312)	(694,869)	443	(99.94%)	
Health	(366,844)	(342,344)	(257,256)	(228,616)	28,640	(88.87%)	
Education and Welfare	(1,013,701)	(880,701)	(666,161)	(602,855)	63,306	(90.50%)	
Housing	(283,393)	(283,393)	(218,361)	(190,818)	27,543	(87.39%)	
Community Amenities	(1,654,272)	(1,686,272)	(1,265,850)	(1,042,083)	223,767	(82.32%)	▲
Recreation & Culture	(1,760,575)	(1,762,575)	(1,347,019)	(1,204,823)	142,196	(89.44%)	▲
Transport	(2,412,274)	(2,444,774)	(1,887,830)	(3,789,858)	(1,902,028)	(200.75%)	▲
Economic Services	(501,327)	(459,327)	(346,642)	(331,463)	15,179	(95.62%)	
Other Property and Services	(672,946)	(526,946)	(426,512)	(616,850)	(190,338)	(144.63%)	▲
	(10,633,405)	(10,418,405)	(7,977,012)	(9,399,823)	(1,422,811)	(117.84%)	
<b>Building Maintenance Projects currently lower than YTD forecast due to COVID-19 and consequent hold on any bar emergency works</b>							
<b>Net Operating Result Excluding Rates</b>	(4,071,654)	(4,104,154)	(3,264,898)	(6,440,561)	(3,175,663)	197.27%	
<b>Invoiced for Rubbish Collection received later than expected. Sewerage Expenditure lower than forecast</b>							
<b>Adjustments for Non-Cash</b>							
<b>(Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	2	30,695	30,695	30,313	31,294	981	(103.24%)
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0.00%
Movement in Employee Benefit Provisions		0	0	0	0	0	0.00%
Rounding		0	0	0	2	2	0.00%
Depreciation on Assets		1,978,847	1,978,847	1,486,005	3,437,728	1,951,723	(231.34%)
<b>Capital Revenue and (Expenditure)</b>							
Purchase of Land and Buildings	1	(533,062)	(542,962)	(289,138)	(102,632)	186,506	(35.50%)
Purchase of Furniture & Equipment	1	(203,000)	(234,000)	(68,991)	(88,239)	(19,248)	(127.90%)
Purchase of WIP - PP & E	1	0	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	1	(2,307,100)	(2,196,100)	(2,066,892)	(531,519)	1,535,373	(25.72%)
Purchase of Infrastructure Assets - Footpaths	1	(77,000)	(77,000)	0	(13,161)	(13,161)	0.00%
Purchase of Infrastructure Assets - Drainage	1	(49,000)	(49,000)	(43,500)	(5,291)	38,209	(12.16%)
Purchase of Infrastructure Assets - Parks & Ovals	1	(80,840)	(80,840)	(66,440)	(60,400)	6,040	(90.91%)
Purchase of Infrastructure Assets - Airports	1	(12,244)	(12,244)	0	(18,052)	(18,052)	0.00%
Purchase of Infrastructure Assets - Other	1	(627,000)	(627,000)	0	(29,610)	(29,610)	0.00%
Proceeds from Disposal of Assets	2	239,000	239,000	52,244	83,636	31,392	(160.09%)
Repayment of Leases	2	0	0	0	0	0	0.00%
Repayment of Debentures	3	(209,795)	(209,795)	(209,792)	(209,799)	(7)	(100.00%)
Transfers to Restricted Assets (Reserves)	4	(2,110,000)	(2,110,000)	(2,100,000)	(1,080,369)	1,019,631	(51.45%)
Transfers from Restricted Asset (Reserves)	4	2,811,431	2,811,431	1,233,394	1,070,000	(163,394)	(86.75%)
Net Current Assets July 1 B/Fwd	5	1,997,441	2,071,861	2,071,861	2,071,861	0	(100.00%)
Net Current Assets Year End/To date	5	584	109,603	(804,924)	2,347,546	3,152,470	291.65%
<b>Amount Raised from Rates</b>	(4,452,865)	(4,449,864)	(3,337,395)	(4,445,300)	(1,107,905)	133.20%	

This statement is to be read in conjunction with the accompanying notes.

**Material Variances Symbol**

Above Budget Expectations   Greater than 10% and \$100,000   ▲

Below Budget Expectations   Less than 10% and \$100,000   ▼

**SHIRE OF RAVENSTHORPE**  
**FOR THE PERIOD ENDED 31 MARCH 2020**  
**Report on Significant variances Greater than 10% and \$100,000**

**Purpose**

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

**The Materiality variance adopted by Council is:**

Actual Variance exceeding 10% of YTD Budget or \$100,000 whichever is the lesser.

**REPORTABLE OPERATING REVENUE VARIATIONS**

**04 - Governance**

Timing - Budget Review split over year while full income received in January

**07 - Health**

Number of Health related Registrations/Licenses exceeding projections  
Full YTD Revenue received however budget is spread across Financial Year

**11 - Recreation and Culture**

Timing Issue with Ravensthorpe Gym Funding yet to be received

**12 - Transport**

WANDRRA Recoup Accrued for 2018/19 but not yet received this Financial Year to offset accrual  
Airport Revenue is lower than projected at this stage. Expected to increase with mine opening

**13 - Economic Services**

Funding for Water Deficiency Grant not yet received

**14 - Other Property and Services**

Private works for Galaxy Temporary road project not yet started to enable recoup as budgeted

**REPORTABLE OPERATING EXPENSE VARIATIONS**

**03 - General Purpose**

Timing Issue with Budget Review spread over the Financial Year, however Valuation Expense not forecast until May

**04 - Governance**

Timing Issue, Quarter 3 Councillor Payments posted to April rather than March

**07 - Health**

Timing Issue with Budgeted YTD expenditure for Other Health split over entire Financial Year

**09 - Housing**

Building Maintenance Projects currently lower than YTD forecast due to COVID-19 and consequent hold on any bar emergency works

**10 - Community Amenities**

Invoiced for Rubbish Collection received later than expected. Sewerage Expenditure lower than forecast

**11 - Recreation and Culture**

Expenditure lower than projected as many non-essential projects and maintenance jobs postponed due to COVID-19

**12 - Transport**

Timing Issue - WANDRRA Flood Damage Expenditure exceeds YTD Budget, however not Overall Budget figure. All to be recouped from WANDRRA

**14 - Other Property and Services**

Timing Issue with large amounts of leave taken over the holiday period with budget split equally over the whole year

**REPORTABLE NON-CASH VARIATIONS**

Depreciation higher than budgeted due to Infrastructure Revaluation

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

Timing Issue as many Asset Purchases scheduled for final quarter

**REPORTABLE CAPITAL INCOME VARIATIONS**

## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD ENDED 31 MARCH 2020

1. ACQUISITION OF ASSETS	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	MARCH 2019 Actual \$
The following assets have been acquired during the period under review:				
<b>By Program</b>				
<b>Law, Order &amp; Public Safety</b>				
<i>Fire Prevention &amp; Control</i>				
Water Bomber Tank Upgrade	24,000	24,000	0	0
Land Sub-Division Hopetoun	41,500	41,500	0	0
<i>Law &amp; Order</i>				
19/20 Purchase Toyota Hilux Senior Ranger	50,000	50,000	50,000	0
<b>Health</b>				
<i>Doctors &amp; Other Health</i>				
Surgery Upgrade Ravensthorpe	5,500	5,500	5,500	0
Surgery Upgrade - Hopetoun	5,500	5,500	5,500	0
<b>Education &amp; Welfare</b>				
<i>Senior Citizens</i>				
Automatic Sliding Door	8,742	14,742	11,052	14,844
Building Maintenance Projects currently lower than YTD forecast due to COVID-19 and consequent hold on any bar emergency works				
<b>Housing</b>				
Invo <i>Staff Housing</i>				
30 Kingsmill Street, Ravensthorpe	87,000	87,000	0	3,409
18 Carlisle St Housing Upgrade	22,600	35,600	25,245	37,110
93 Spence St Housing Upgrade	18,000	18,000	0	0
Lot 79 Esplanade Hopetoun Housing Upgrade	17,620	12,720	3,294	4,412
<i>Other Housing</i>				
<b>Community Amenities</b>				
<i>Sanitation - Household Refuse</i>				
Hopetoun Transfer Station	12,000	12,000	0	0
Ravensthorpe Regional Landfill	250,000	250,000	0	0
2019/20 Purchase Plant - Sewerage	29,000	29,000	29,000	16,128
<b>Recreation and Culture</b>				
<i>Other Recreation &amp; Sport</i>				
Ravensthorpe Hand Gun Club - Range	20,000	20,000	0	10,000
Hopetoun Rec Centre - Timber Sealing And	18,400	18,400	0	0
Ravensthorpe Rec Centre - Design	5,000	5,000	5,000	0
Ravensthorpe Rec Centre - It Upgrade For Tv,	10,000	10,000	10,000	0
2018/2019 Park Benches	5,400	5,400	0	0
New Gym Equipment	67,000	67,000	0	6,172
Playground Renewal - Ravensthorpe Rec	0	0	0	0
Ravensthorpe Cricket Pitch	9,000	9,000	0	0
Hopetoun Upgrade Of Oval Lighting	66,440	66,440	66,440	60,400
2019/20 Light Truck (Parks & Gardens	120,000	120,000	0	0
2019/20 Utility Spray Vehicle (Parks &	55,000	55,000	55,000	47,646
<i>Other Culture</i>				
Ravensthorpe Museum	6,300	6,300	6,300	0

**Transport**Construction - Roads, Bridges, Depots**Roads Construction Council**

Four Mile Carpark - Construct New Parking	42,000	42,000	42,000	4,041
Mills Road Construction	52,000	52,000	52,000	45,614
Mallee Road Construction	240,000	137,000	7,776	181,224
Streetscape Morgan Street Stage 3	40,000	40,000	40,000	12,394
Gravel Pit Reinstatement	50,000	50,000	50,000	0
Gravel Pit Development	30,000	22,000	22,016	0

**Roads Mrwa V Of G Constr**

Jerdacuttup Road - Stabilise Pavement &	210,000	210,000	210,000	0
Springdale Road - Bitumen Reseal (Rrg)	139,050	139,050	139,050	1,700
Hamersley Drive Bitumen Reseal (Rrg)	135,000	135,000	135,000	0
Hamersley Drive Reseal 2019/20	139,050	139,050	139,050	0

**Mrwa Project Construction**

Southern Ocean Road Flood Damage	900,000	900,000	900,000	89,176
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## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2020

1. ACQUISITION OF ASSETS (Continued)	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 YTD Budget \$	MARCH 2019 Actual \$
The following assets have been acquired during the period under review:				
<b>By Program (Continued)</b>				
<b>Transport (Continued)</b>				
<b>Roads To Recovery Construction</b>				
2019/20 Melaleuca Road Construction	330,000	330,000	330,000	197,370
<b>Drainage Construction</b>				
2019/20 Canning Blvd, Drainage Sump Lid	5,500	5,500	0	0
2019/20 Coxall Road Culvert Replace	30,000	30,000	30,000	0
2019/20 Spence St Verge Level Drainage	13,500	13,500	13,500	5,291
<b>Footpath Construction</b>				
Hosking Street - Concrete Footpath	32,000	32,000	0	0
Esplanade Pathway Construction	45,000	45,000	0	13,161
<b>Purchase Land - Roadworks And Depots</b>				
Purchase Depot Block - 1 Moir Road	205,000	205,000	205,000	4,237
<b>Purchase Furniture &amp; Equipment - Roads And Depots</b>				
Depot Office And Workshop Improvements	83,000	83,000	0	14,459
<b>Road Plant Purchases</b>				
2019/20 Tri Axle Float	160,000	160,000	0	0
2019/20 Prime Mover	300,000	300,000	300,000	0
2019/20 Multi Tyre Roler	200,000	200,000	200,000	0
<b>Aerodromes</b>				
Runway Reseal	12,244	12,244	0	18,052
<b>Economic Services</b>				
<b>Rural Services</b>				
State Barrier Fence	275,000	275,000	0	0
Water Deficiency Program - Dept Of Water	90,000	90,000	0	29,610
<b>Tourism</b>				
2019/20 4X4 Suv (Fcta)	50,000	50,000	50,000	40,921
<b>Other Property &amp; Services</b>				
<b>Works</b>				
2019/20 4X4 Suv (Dts)	55,000	55,000	41,247	55,835
2019/20 Single Cab - Cleaners	65,000	65,000	48,744	0
2019/20 Duel Cab - Works Supervisor	50,000	50,000	37,494	52,113
<b>Administration</b>				
2019/20 4X4 Executive Wagon (Ceo)	95,000	95,000	95,000	0
Computer Upgrades	29,000	35,000	26,244	37,266
Computer Upgrades	0	13,000	9,747	12,800
Computer Upgrades	0	12,000	9,000	12,500
Office Furniture And Painting	24,000	24,000	24,000	5,042
Records Sea Container	20,000	25,800	4,347	25,800
Admin Kitchen Upgrade - Ravensthorpe	7,900	7,900	7,900	2,819
Admin Toilet Upgrade - Ravensthorpe	10,000	0	0	0
	<u>5,118,246</u>	<u>5,048,146</u>	<u>3,441,446</u>	<u>1,061,546</u>
<b>By Class</b>				
Land	205,000	205,000	205,000	4,237
Buildings	328,062	337,962	84,138	98,395
Furniture & Equipment	203,000	234,000	68,991	88,239
Plant & Equipment	1,229,000	1,229,000	906,485	212,642
Infrastructure - Roads	2,307,100	2,196,100	2,066,892	531,519
Infrastructure - Footpaths	77,000	77,000	0	13,161
Infrastructure - Drainage	49,000	49,000	43,500	5,291
Infrastructure - Parks & Ovals	80,840	80,840	66,440	60,400
Infrastructure - Airports	12,244	12,244	0	18,052
Infrastructure - Other	627,000	627,000	0	29,610
	<u>5,118,246</u>	<u>5,048,146</u>	<u>3,441,446</u>	<u>1,061,546</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2020

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>Law, Order &amp; Public Safety</b>								
Toyota Hilux Ranger	AP717	P697	32,480.00	0.00	17,000.00	0.00	(15,480.00)	0.00
<b>Tourism</b>								
Holden Captiva (FCTA)	P665	P665	12,825.00	12,503.74	5,000.00	6,818.18	(7,825.00)	(5,685.56)
<b>Transport</b>								
John Deere Loader	P657	P586		90,563.36		58,636.36		(31,927.00)
14.6m Tri Axle Lpw Loader S/T	P556	P556	0.00		30,000.00		30,000.00	0.00
Cat Prime Mover	P703	P703	106,725.00		50,000.00		(56,725.00)	0.00
Ammann Multi Tyre Roller	P609	P570	0.00		15,000.00		15,000.00	0.00
<b>Administration</b>							0.00	0
Toyota Prado (CEO)	P710B	P710B	68,700.00		75,000.00		6,300.00	0.00
<b>Public Works Overheads</b>								
Toyota Kluger GXL (DTS)	P683A	P683A	14,800.00	11,863.05	20,000.00	18,181.82	5,200.00	6,318.77
Toyota Hilux (Works Supervisor)	AP716	P698	34,165.00		17,000.00		(17,165.00)	0.00
Mitsubishi Triton (Cleaner)	P705	P704	0.00		10,000.00		10,000.00	0.00
			269,695.00	114,930.15	239,000.00	83,636.36	(30,695.00)	(31,293.79)

Building Maintenance Projects currently lower than YTD forecast due to COVID-19 and consequent hold on any bar emergency works

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>Invoiced for Rubbish Collection received</b>								
<b>Plant &amp; Equipment</b>								
Toyota Hilux Ranger	AP717	P697	32,480.00	0.00	17,000.00	0.00	(15,480.00)	0.00
Holden Captiva (FCTA)	P665	P665	12,825.00	12,503.74	5,000.00	6,818.18	(7,825.00)	-5,685.56
14.6m Tri Axle Lpw Loader S/T	P556	P556	0.00	0.00	30,000.00	0.00	30,000.00	0.00
Cat Prime Mover	P703	P703	106,725.00	0.00	50,000.00	0.00	(56,725.00)	0.00
Ammann Multi Tyre Roller	P609	P570	0.00	0.00	15,000.00	0.00	15,000.00	0.00
Toyota Prado (CEO)	P710B	P710B	68,700.00	0.00	75,000.00	0.00	6,300.00	0.00
Toyota Hilux (Works Supervisor)	AP716	P698	34,165.00	0.00	17,000.00	0.00	(17,165.00)	0.00
Mitsubishi Triton (Cleaner)	P705	P704	0.00	0.00	10,000.00	0.00	10,000.00	0.00
John Deere Loader	0 P657	P586	0.00	90,563.36	0.00	58,636.36	0.00	-31,927.00
			269,695.00	114,930.15	239,000.00	83,636.36	(30,695)	(31,293.79)

**Summary**

Profit on Asset Disposals	66,500.00	6,318.77
Loss on Asset Disposals	(97,195.00)	(37,612.56)
	<u>(30,695.00)</u>	<u>(31,293.79)</u>

Vehicles have been traded, however transactions for Profit/Loss will be processed once the Annual Audit is complete

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MARCH 2020**

**3. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	Principal Repayments		Principal Outstanding		Interest Repayments	
		2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>Housing</b>							
Loan 145 Staff Housing	224,963	34,883	34,883	190,080	190,080	7,599	5,121
Loan 147 Other Housing	238,792	16,458	16,458	222,334	222,334	9,505	7,530
<b>Recreation and Culture</b>							
Loan 146 Hopetoun Community Centre	311,991	13,599	13,599	298,392	298,392	13,208	8,825
<b>Transport</b>							
Loan 138D Town Street	291,312	28,614	28,618	262,698	262,694	20,881	13,500
Loan 144 Town Street	157,963	50,086	50,086	107,877	107,877	8,310	6,477
Loan 143B Refinance	201,467	31,240	31,240	170,227	170,227	6,805	4,587
Loan 138E Refinance	267,881	34,915	34,915	232,966	232,966	9,552	6,472
	<b>1,694,368</b>	<b>209,795</b>	<b>209,799</b>	<b>1,484,573</b>	<b>1,484,569</b>	<b>75,860</b>	<b>52,512</b>

(\* ) Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

Building Maintenance Projects currently lower than YTD forecast due to COVID-19 and consequent hold on any bar emergency works

## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2020

	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant Reserve</b>		
Opening Balance	434,818	434,818
Amount Set Aside / Transfer to Reserve	1,005,095	1,321
Amount Used / Transfer from Reserve	<u>(873,000)</u>	<u>0</u>
	<u>566,913</u>	<u>436,139</u>
<b>(b) Emergency Farm Water Reserve</b>		
Opening Balance	26,973	26,973
Amount Set Aside / Transfer to Reserve	316	82
Amount Used / Transfer from Reserve	<u>(15,000)</u>	<u>0</u>
	<u>12,289</u>	<u>27,055</u>
<b>(c) Building Reserve</b>		
Opening Balance	1,532,899	1,532,899
Amount Set Aside / Transfer to Reserve	1,087,962	1,074,656
Amount Used / Transfer from Reserve	<u>(1,574,640)</u>	<u>(1,070,000)</u>
	<u>1,046,221</u>	<u>1,537,555</u>
<b>(d) Road &amp; Footpath Reserve</b>		
Opening Balance	426,545	426,545
Amount Set Aside / Transfer to Reserve	4,998	1,296
Building Maintenance Projects currently lower than Y	<u>(77,000)</u>	<u>0</u>
	<u>354,543</u>	<u>427,841</u>
	Invoiced for Rubbish Collection received later than expected. Sewerage Expenditure lower than forecast	
<b>(e) Swimming Pool Upgrade Reserve</b>		
Opening Balance	44,534	44,534
Amount Set Aside / Transfer to Reserve	522	135
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>45,056</u>	<u>44,669</u>
<b>(f) UHF Repeater Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>
<b>(g) Airport Reserve</b>		
Opening Balance	388,955	388,955
Amount Set Aside / Transfer to Reserve	4,557	1,181
Amount Used / Transfer from Reserve	<u>(12,244)</u>	<u>0</u>
	<u>381,268</u>	<u>390,136</u>
<b>(h) Waste &amp; Sewerage Reserve</b>		
Opening Balance	300,701	300,701
Amount Set Aside / Transfer to Reserve	3,523	913
Amount Used / Transfer from Reserve	<u>(41,000)</u>	<u>0</u>
	<u>263,224</u>	<u>301,614</u>



## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2020

	2019/20 Adopted Budget \$	2019/20 YTD Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>(i) State Barrier Fence Reserve</b>		
Opening Balance	216,016	216,016
Amount Set Aside / Transfer to Reserve	2,531	656
Amount Used / Transfer from Reserve	<u>(218,547)</u>	<u>0</u>
	<u>0</u>	<u>216,672</u>
<b>(j) Leave Reserve</b>		
Opening Balance	42,329	42,329
Amount Set Aside / Transfer to Reserve	496	129
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>42,825</u>	<u>42,458</u>
<b>Total Cash Backed Reserves</b>	<u><b>2,712,339</b></u>	<u><b>3,424,139</b></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

**Summary of Transfers  
To Cash Backed Reserves**

**Transfers to Reserves**

Plant Reserve	1,005,095	1,321
Emergency Farm Water Reserve	316	82
Building Reserve	1,087,962	1,074,656
Road & Footpath Reserve	4,998	1,296
Swimming Pool Upgrade Reserve	522	135
UHF Repeater Reserve	0	0
Airport Reserve	4,557	1,181
Waste & Sewerage Reserve	3,523	913
State Barrier Fence Reserve	2,531	656
Leave Reserve	496	129
	<u><b>2,110,000</b></u>	<u><b>1,080,369</b></u>

**Transfers from Reserves**

Plant Reserve	(873,000)	0
Emergency Farm Water Reserve	(15,000)	0
Building Reserve	(1,574,640)	(1,070,000)
Road & Footpath Reserve	(77,000)	0
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	(12,244)	0
Waste & Sewerage Reserve	(41,000)	0
State Barrier Fence Reserve	(218,547)	0
Leave Reserve	0	0
	<u><b>(2,811,431)</b></u>	<u><b>(1,070,000)</b></u>
<b>Total Transfer to/(from) Reserves</b>	<u><b>(701,431)</b></u>	<u><b>10,369</b></u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2020

4. RESERVES (Continued)

**Cash Backed Reserves (Continued)**

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

**Plant Reserve**

To be used to assist in the purchasing of major plant and machinery.

**Emergency Farm Water Reserve**

To be used for the repair and/or construction of emergency farm water supplies in the Shire of Ravensthorpe

**Building Reserve**

To be used for the construction, refurbishment, modification or renovation of all buildings in the Shire of Ravensthorpe

**Road and Footpath Reserve**

To be used for the construction, renewal, resealing or repair of the road and footpath network.

**Swimming Pool Upgrade Reserve**

To be used towards any major repairs or improvements for the Ravensthorpe swimming pool.

**UHF Repeater Reserve**

Used in 2016/17 for upgraded diplexer on UHF Radio Repeaters in Hopetoun and Munglinup.

**Airport Reserve**

To be used for the construction, reconstruction, repairs or modification of facilities including buildings, tarmac, airstrip and associated infrastructure at the Ravensthorpe Airport

**Waste and Sewerage Reserve**

To be used for the repair and/or construction of waste and sewerage facilities in the Shire of Ravensthorpe.

**State Barrier Fence Reserve**

To be used for the extension of the State Barrier Fence from Ravensthorpe to Esperance

**Leave Reserve**

To be used to fund long service leave and non-current annual leave requirements

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MARCH 2020**

	<b>2018/19 B/Fwd Per 2019/20 Budget \$</b>	<b>2018/19 B/Fwd Per Financial Report \$</b>	<b>MARCH 2019 Actual \$</b>
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	(588,322)	(464,823)	1,589,258
Cash - Restricted Unspent Grants	77,100	77,100	77,100
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	3,413,771	3,413,771	3,424,139
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	210,163	210,163	740,224
Sundry Debtors	246,994	246,079	156,015
Provision for Doubtful Debts	0	0	0
Gst Receivable	182,324	182,324	27,414
Accrued Income/Payments In Advance	3,711,625	3,710,159	9,416
Payments in Advance	0	0	0
Inventories	2,704	2,704	2,704
	<u>7,256,359</u>	<u>7,377,477</u>	<u>6,026,270</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(701,563)	(701,563)	(20,978)
Invoiced for Rubbish Collection received later than expected. Sewerage E	(23,701)	(23,701)	0
Accrued Salaries & Wages	(54,808)	(54,808)	0
Income In Advance	0	0	0
Gst Payable	(31,316)	(31,616)	(15,491)
Payroll Creditors	(59,697)	(58,845)	(68,840)
Accrued Expenses	(872,533)	(872,533)	0
PAYG Liability	0	0	0
Right of Use Assets - Current	(98,617)	(101,606)	(101,606)
Trust	0	0	0
Other Payables	(24,489)	(148,779)	(149,276)
Current Employee Benefits Provision	(377,707)	(396,543)	(396,543)
Current Loan Liability	0	(209,799)	0
	<u>(2,244,431)</u>	<u>(2,599,793)</u>	<u>(752,734)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>5,011,928</b>	<b>4,777,684</b>	<b>5,273,536</b>
Less: Cash - Reserves - Restricted	(3,413,771)	(3,413,771)	(3,424,139)
Less: Cash - Unspent Grants - Restricted	0	0	
Less: Movements Associated with Change in Accounting Standards	(77,100)		
Add Back : Component of Leave Liability not Required to be Funded	377,707	396,543	396,543
Add Back : Current Loan Liability	0	209,799	0
ADD: Current Portion of Lease Liability	98,617	101,606	101,606
Adjustment for Trust Transactions Within Muni	60	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>1,997,441</u></b>	<b><u>2,071,861</u></b>	<b><u>2,347,546</u></b>

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MARCH 2020**

**6. RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2019/20 Rate Revenue \$</b>	<b>2019/20 Interim Rates \$</b>	<b>2019/20 Back Rates \$</b>	<b>2019/20 Total Revenue \$</b>	<b>2019/20 Budget \$</b>
<b>General Rate</b>								
GRV Residential	0.117165	781	10,959,708	1,284,094			1,284,094	1,285,394
GRV Commercial	0.131567	33	1,382,612	181,906			181,906	184,848
GRV industrial	0.154430	35	512,772	79,187			79,187	79,187
GRV - Transient & Short Stay Accom	0.314867	2	852,800	268,519			268,519	268,519
UV - Mining	0.083600	62	2,381,526	199,096			199,096	202,796
UV - Other	0.008567	332	232,219,000	1,989,420		4,433	1,993,853	1,988,420
Non-Rateable						(5,052)	(5,052)	
<b>Sub-Totals</b>		1,245	248,308,418	4,002,222	0	(619)	4,001,603	4,009,164
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV Residential	870.00	374	1,079,818	325,380		0	325,380	325,380
GRV Commercial	870.00	9	44,740	7,830		0	7,830	7,830
GRV Industrial	870.00	12	45,268	10,440		0	10,440	10,440
GRV - Transient & Short Stay Accom	850.00	0	0	0		0	0	0
UV - Mining	320.00	55	76,564	17,600		0	17,600	17,600
UV - Other	850.00	97	5,257,135	82,450		0	82,450	82,450
<b>Sub-Totals</b>		547	6,503,525	443,700	0	0	443,700	443,700
<b>Total Rates</b>				4,445,922			4,445,303	4,452,864
Ex Gratia Rates		check after rates raised					49,234	49,234
Rates Written Off								
<b>Total Rates</b>							4,494,537	4,502,098

All large Building Maintenance Projects currently lower than YTD forecast due to COVID-19 and consequent hold on any major emergency works in the remainder of the Shire.

Invoiced for Rubbish Collection received later than expected. Sewerage Expenditure lower than forecast

The general rates detailed above for the 2018/19 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing in mind the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MARCH 2020**

**7. TRUST FUNDS**

Monies previously held in Trust are now recognised as a current liability, although they are treated differently to other current liabilities in that they are required to be cash backed.

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2020

8. OPERATING STATEMENT BY PROGRAM

	MARCH 2019 Actual \$	2019/20 Adopted Budget \$	2018/19 Actual \$
<b>OPERATING REVENUES</b>			
Governance	26,350	4,500	348
General Purpose Funding	5,275,496	5,566,306	6,349,368
Law, Order, Public Safety	319,888	411,700	432,118
Health	16,559	14,000	4,483
Education and Welfare	392,902	569,150	150,921
Housing	4,000	5,200	19,560
Community Amenities	649,408	864,800	580,990
Recreation and Culture	70,512	165,300	403,268
Transport	450,390	2,703,659	14,318,963
Economic Services	121,295	256,500	141,697
Other Property and Services	77,765	453,500	498,922
<b>TOTAL OPERATING REVENUE</b>	<b>7,404,565</b>	<b>11,014,615</b>	<b>22,900,638</b>
<b>OPERATING EXPENSES</b>			
Governance	(516,625)	(795,891)	(646,140)
General Purpose Funding	(180,963)	(256,753)	(273,718)
Law, Order, Public Safety	(694,869)	(915,429)	(876,034)
Health	(228,616)	(366,844)	(294,153)
Education and Welfare	(602,855)	(1,013,701)	(383,344)
Housing	(190,818)	(283,393)	(222,945)
Building Maintenance Projects currently lov	(1,042,083)	(1,654,272)	(1,282,416)
Recreation & Culture	(1,204,823)	(1,760,575)	(1,536,384)
Invoiced for Rubbish Collection received la	(3,789,858)	(2,412,274)	(14,947,452)
Economic Services	(331,463)	(501,327)	(297,426)
Other Property and Services	(616,850)	(672,946)	(1,087,658)
<b>TOTAL OPERATING EXPENSE</b>	<b>(9,399,823)</b>	<b>(10,633,405)</b>	<b>(21,847,670)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(1,995,258)</u></b>	<b><u>381,210</u></b>	<b><u>1,052,968</u></b>

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2020**

**8. OPERATING STATEMENT BY NATURE & TYPE**

	<b>MARCH 2019 Actual \$</b>	<b>2019/20 Adopted Budget \$</b>	<b>2018/19 Actual \$</b>
<b>OPERATING REVENUES</b>			
Rates	4,494,538	4,502,098	4,333,698
Operating Grants, Subsidies and Contributions	860,173	1,719,017	15,473,635
Non-Operating Grants, Subsidies and Contributions	760,356	2,295,500	1,293,000
Fees and Charges	973,740	1,532,700	1,047,286
Service Charges	0	0	0
Interest Earnings	61,436	97,000	90,036
Profit on Asset Disposals	6,319	66,500	0
Proceeds on Disposal of Assets	83,636	239,000	204,273
Realisation on Disposal of Assets	(83,636)	(239,000)	(204,273)
Other Revenue	248,003	801,800	662,982
<b>TOTAL OPERATING REVENUE</b>	<b>7,404,565</b>	<b>11,014,615</b>	<b>22,900,637</b>
<b>OPERATING EXPENSES</b>			
Employee Costs	(2,859,371)	(4,502,324)	(3,603,540)
Materials and Contracts	(2,389,579)	(3,316,348)	(15,183,417)
Utility Charges	(173,014)	(220,270)	(209,986)
Depreciation on Non-Current Assets	(3,437,728)	(1,978,847)	(1,970,794)
Interest Expenses	(52,511)	(75,860)	(125,828)
Insurance Expenses	(222,935)	(217,762)	(300,119)
Loss on Asset Disposals	(37,613)	(97,195)	(100,438)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(227,073)	(224,800)	(353,549)
<b>TOTAL OPERATING EXPENSE</b>	<b>(9,399,824)</b>	<b>(10,633,406)</b>	<b>(21,847,671)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(1,995,259)</u></b>	<b><u>381,209</u></b>	<b><u>1,052,966</u></b>

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MARCH 2020**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>MARCH 2019 Actual \$</b>	<b>2018/19 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	5,090,497	3,026,048
Trade and Other Receivables	933,070	4,348,726
Inventories	2,704	2,704
<b>TOTAL CURRENT ASSETS</b>	<b>6,026,271</b>	<b>7,377,478</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	26,395	26,395
Inventories	0	0
Property, Plant and Equipment	33,217,478	34,023,038
Infrastructure	122,906,058	124,591,608
<b>TOTAL NON-CURRENT ASSETS</b>	<b>156,149,931</b>	<b>158,641,041</b>
<b>TOTAL ASSETS</b>	<b>162,176,202</b>	<b>166,018,519</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	254,585	1,891,846
Right of Use Asset	101,606	101,606
Long Term Borrowings	0	209,799
Provisions	396,543	396,543
Building Maintenance Projects currently lower	752,734	2,599,794
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,405,468</b>	<b>3,199,588</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	1,484,569	1,484,569
Right of Use Assets	913,641	913,641
Provisions	42,806	42,806
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,441,016</b>	<b>2,441,016</b>
<b>TOTAL LIABILITIES</b>	<b>3,193,750</b>	<b>5,040,810</b>
<b>NET ASSETS</b>	<b>158,982,452</b>	<b>160,977,709</b>
Retained Surplus	37,649,702	39,655,329
Reserves - Cash Backed	3,424,139	3,413,771
Revaluation Surplus	117,908,609	117,908,609
<b>TOTAL EQUITY</b>	<b>158,982,451</b>	<b>160,977,709</b>

Invoiced for Rubbish Collection received later than expected. Sewerage Expenditure lower than for



SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2020

10. FINANCIAL RATIOS

	2019 YTD	2018	2017	2016
Current Ratio	7.09	1.76	3.01	1.64
Operating Surplus Ratio	2.85	7.20	3.29	(0.24)

The above ratios are calculated as follows:

Current Ratio  $\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$

Operating Surplus Ratio  $\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$

**ATTACHMENT**

**2019/2020**

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	670	1,739,001	135,848	3,843	1,781	1,881,144	275,274
Aug	9,391	736,269	51,773	7,094	1,260	805,788	188,496
Sep	21,940	428,530	144,319	<b>12,630</b>	2,857	610,277	241,584
Oct	892	490,678	113,137	9,015	420	614,142	233,232
Nov	20,449	789,186	37,772	6,412	0	853,820	242,169
Dec	14,227	373,429	50,545	17,620	0	455,821	349,953
Jan	15,567	395,595	66,327	8,351	0	485,840	247,361
Feb	17,550	565,741	168,401	2,831	0	754,523	255,946
Mar	27,093	317,625	91,762	7,684	0	444,164	253,445
Apr						0	
May						0	
Jun						0	
<b>Total</b>	<b>127,780</b>	<b>5,836,054</b>	<b>859,885</b>	<b>75,481</b>	<b>6,319</b>	<b>6,905,519</b>	<b>2,287,461</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

\* Sept credit card correct figure = \$12,335

Payroll = payroll + payroll deductions + super

Direct Debits = dd's + bank fees (exclude credit card)

04 February 2020 - 02 March 2020

**Business Credit Card - Gavin Pollock**

Date	Payment to	Description	Amount	GST
3-Feb	Jerramungup Roadhouse	Fuel ORA	\$ 188.68	17.15
4-Feb	Ravensthorpe Roadhouse	Catering job	\$ 57.70	3.97
5-Feb	Ravensthorpe Hotel	Councillor drinks	\$ 52.00	4.73
5-Feb	Magnolia Corporation, Hopetoun	Councillor drinks	\$ 64.00	5.82
6-Feb	FE Daws & Sons, Ravensthorpe	Chocolate & milk for fire event	\$ 13.24	0.42
6-Feb	SEEK	Advertisement for Early Childhood Teacher - Little Barrrens	\$ 313.50	28.50
9-Feb	FE Daws & Sons, Ravensthorpe	Food & drinks for fire event	\$ 209.40	10.50
9-Feb	BP Ravensthorpe Roadhouse	Food & drinks for fire event	\$ 147.10	13.37
10-Feb	BP Ravensthorpe Roadhouse	Food	\$ 54.30	4.94
10-Feb	BP Ravensthorpe Roadhouse	Food	\$ 9.95	0.90
10-Feb	BP Ravensthorpe Roadhouse	Food for fire event	\$ 16.25	0.98
10-Feb	BP Ravensthorpe Roadhouse	Food	\$ 17.45	1.59
14-Feb	Shipwrecked Bakery, Hopetoun	Food & Refreshments	\$ 53.00	4.82
18-Feb	SEEK	Advertisement for Early Childhood Coordinator - The Cub House	\$ 313.50	28.50
19-Feb	Munglinup Community Hall	Refreshments following community meeting	\$ 42.00	3.82
22-Feb	Ravensthorpe Building Supplies	Various building supplies - 30 Kingsmill Street	\$ 123.40	11.22
26-Feb	BP Ravensthorpe Roadhouse	Food & beverage	\$ 10.00	0.91
26-Feb	Hopetoun IGA	Meat & onions for staff sundowner	\$ 43.12	0.00
27-Feb	FE Daws & Sons, Ravensthorpe	Food for staff sundowner	\$ 32.91	0.43
27-Feb	FE Daws & Sons, Ravensthorpe	Food for morning tea	\$ 50.84	4.62
27-Feb	SEEK	Advertisement for Early Childhood Teacher - Little Barrrens	\$ 313.50	28.50
28-Feb	Bankwest	Reward Fee - Executive	\$ 69.00	0.00
		<b>Total Purchases for G. Pollock</b>	<b>\$ 2,194.84</b>	<b>175.68</b>

\*some GST free items

\*some GST free items

\*some GST free items

\*some GST free items

\*some GST free items

\*some GST free items

**Business Credit Card - Leslie Mainwaring**

Date	Payment to	Description	Amount	GST
7-Feb	Melville Toyota	20,000km service - Fortuner 101RA	\$ 575.78	52.34
10-Feb	Ravensthorpe Hotel	Refreshments	\$ 52.00	4.73
10-Feb	Ravensthorpe Hotel	Refreshments	\$ 52.00	4.73
16-Feb	BP Ravensthorpe Roadhouse	Soft drinks for North Ravensthorpe firefighters lunch	\$ 88.80	8.07
19-Feb	BP Ravensthorpe Roadhouse	3 X meals for executive team (Munglinup Community Group)	\$ 45.35	3.30
28-Feb	Dan Murphys Online	Purchase of goods in error	\$ 69.95	6.36
		<b>Total Purchases for L. Mainwaring</b>	<b>\$ 883.88</b>	<b>79.53</b>

**Business Credit Card - Graham Steel**

Date	Payment to	Description	Amount	GST
10-Feb	DPIRD - Agriculture	Registration as a non-farming property operator - pound	\$ 76.50	0.00
17-Feb	OEM Group, Redcliff	Honda pressure washer	\$ 2,022.35	183.85
24-Feb	Axess Trading, Fernree Gully	Handrail for disabled toilet at airport	\$ 142.60	6.60
27-Feb	Jumping Pillows, Coolum Beach	Large variable speed blower & controller unit	\$ 1,697.26	154.30
<b>Total Purchases for G. Steel</b>			<b>\$ 3,938.71</b>	<b>344.75</b>

\*GST free

\*some GST free items

**Business Credit Card - Ashley Peczka**

Date	Payment to	Description	Amount	GST
8-Feb	Ravensthorpe Agencies	Various parts for Cocanarup Bush Fire Brigade	\$ 168.19	\$ 15.29
11-Feb	Eagle Roadhouse, Ravensthorpe	Ice for fire event	\$ 12.00	\$ 1.09
10-Feb	BP Ravensthorpe Roadhouse	Food & drinks for fire event	\$ 121.50	\$ 11.05
11-Feb	BP Ravensthorpe Roadhouse	Breakfast and beverages for fire event	\$ 105.95	\$ 9.63
12-Feb	BP Ravensthorpe Roadhouse	Food & drinks for fire event	\$ 109.35	\$ 9.94
13-Feb	Bremer Bay Resort	CESO Accomodation	\$ 150.00	\$ 13.64
<b>Total Purchases for A. Peczka</b>			<b>\$ 666.99</b>	<b>\$ 60.64</b>

**Business Credit Card - Miscellaneous Fees and Charges Bankwest**

Date	Payment to	Description	Amount	GST
<b>Total</b>			<b>\$ 7,684.42</b>	<b>\$ 660.60</b>

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
395	06/03/2020	Telstra	TELSTRA ACCOUNT TO 10 FEB 2020	1		16,692.51
INV K988506	18/02/2020	Telstra	TELSTRA ACCOUNT TO 10 FEB 2020		16,692.51	
396	12/03/2020	Ravensthorpe Pharmacy	FIRST AID KIT REPLENISHMENTS/REPLACEMENTS	1		190.58
INV 113518	17/02/2020	Ravensthorpe Pharmacy	FIRST AID KIT REPLENISHMENTS/REPLACEMENTS		190.58	
397	12/03/2020	Telstra	TIM / SMS SERVICE 27/01/2020 - 16/02/2020	1		9,248.84
INV T311 - 2325	01/2020	Telstra	LAPTOP DATA PLANS X 8 TO 24 FEBRUARY 2020		453.38	
INV T311 - 2322	02/2020	Telstra	SATELLITE PHONES TO 21 MARCH 2020		225.00	
INV K294323	24/02/2020	Telstra	LITTLE BARRENS TELSTRA ACCOUNT TO 16 FEBRUARY 2020		130.09	
INV T311 - 2325	02/2020	Telstra	LAPTOP DATA PLANS X 8 TO 24 MARCH 2020		405.00	
INV T311 - 1325	02/2020	Telstra	TIM / SMS SERVICE 27/01/2020 - 16/02/2020		8,035.37	
398	23/03/2020	Shire of Ravensthorpe- Petty Cash	RAVENSTHORPE PETTY CASH REIMBURSEMENT - FEBRUARY 2020	1		960.10
INV RAVY FE19	03/2020	Shire of Ravensthorpe- Petty Cash	RAVENSTHORPE PETTY CASH REIMBURSEMENT - FEBRUARY 2020		960.10	
1033	02/03/2020	1 - BANK FEES	OBB RECORD FEE	1		10.65
1033	02/03/2020	1 - BANK FEES	MAINTENANCE FEES	1		60.00
1033	02/03/2020	1 - BANK FEES	ELECTRONIC TRANSACTION FEES	1		5.40
1033	02/03/2020	1 - BANK FEES	BPAY FEES	1		186.41
1033	03/03/2020	1 - BANK FEES	MERCHANT FEES	1		352.67
1033	31/03/2020	1 - BANK FEES	LINE OF CREDIT FEE	1		1,500.00
EFT11330	06/03/2020	Brent Pike	BOND REFUND	1		20.00
INV T1577	06/03/2020	Brent Pike	BOND REFUND	1	20.00	

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EFT11331	06/03/2020	Heidi Bridger	BOND REFUND	1		100.00
INV T1589	06/03/2020	Heidi Bridger	BOND REFUND	1	100.00	
EFT11332	06/03/2020	Pieter Jansen van Rensburg	BOND REFUND	1		40.00
INV T1578	06/03/2020	Pieter Jansen van Rensburg	BOND REFUND	1	40.00	
EFT11333	06/03/2020	Shire of Ravensthorpe Social Club	Payroll deductions	1		90.00
INV DEDUCT24/02/2020	06/03/2020	Shire of Ravensthorpe Social Club	Payroll deductions		90.00	
EFT11334	06/03/2020	Tabea Kuchelmeizter	BOND REFUND	1		20.00
INV T1572	06/03/2020	Tabea Kuchelmeizter	BOND REFUND	1	20.00	
EFT11335	11/03/2020	Echelon Promotions	ADMINISTRATIVE SUPPORT AND RESEARCH ASSISTANTS	1		9,240.00
INV 0311-20	11/03/2020	Echelon Promotions	ADMINISTRATIVE SUPPORT AND RESEARCH ASSISTANTS		9,240.00	
EFT11336	12/03/2020	4 Rivers Plumbing & Gas	ACCESS CHAMBER RAVENSTHORPE - PAYMENT 1 OF 2	1		14,128.94
INV 5157	11/02/2020	4 Rivers Plumbing & Gas	ACCESS CHAMBER RAVENSTHORPE - PAYMENT 1 OF 2		6,681.75	
INV 5179	18/02/2020	4 Rivers Plumbing & Gas	REPLACE TOILET BOWL AND CISTERN AT 66 QUEEN ST		607.76	
INV 5189	24/02/2020	4 Rivers Plumbing & Gas	REPLACE CISTERN AND SEAT IN ADMINISTRATION OFFICE LADIES TOILET		381.70	
INV 5181	24/02/2020	4 Rivers Plumbing & Gas	INVESTIGATE AND REPAIR POSSIBLE LEAK IN FRONT OF 119 MARTIN STREET		3,278.00	
INV 5182	24/02/2020	4 Rivers Plumbing & Gas	VARIATION TO WORK - INVESTIGATE AND REPAIR POSSIBLE LEAK IN FRONT OF 119 MARTIN STREET		1,226.50	
INV 5201	03/03/2020	4 Rivers Plumbing & Gas	DISCONNECT OLD WATER FILTER AND REPLACE - ADMIN BUILDING		343.20	
INV 5214	05/03/2020	4 Rivers Plumbing & Gas	CUT INTO WATER SUPPLY AND INSTALL WATER FILTER		1,610.03	
EFT11337	12/03/2020	Armadale Mower World	HDMRU19 6M2 PBUH MOWER BUFFERLO PRO B/B	1		1,180.00
INV 51283#2	25/02/2020	Armadale Mower World	HDMRU19 6M2 PBUH MOWER BUFFERLO PRO B/B		1,180.00	

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EFT11338	12/03/2020	Aussie Wide Carpet Cleaning	CARPET CLEANING AT THE HOPETOUN DOCTORS SURGERY	1		297.00
INV 0010	29/02/2020	Aussie Wide Carpet Cleaning	CARPET CLEANING AT THE HOPETOUN DOCTORS SURGERY		297.00	
EFT11339	12/03/2020	Australian Venture Consultants Pty Ltd	ECONOMIC & SOCIAL IMPACT ASSESMENT AND REGIONAL COORDINATION ACTION PLAN - FINAL PAYMENT	1		27,500.00
INV AVC-20009/01/2020		Australian Venture Consultants Pty Ltd	ECONOMIC & SOCIAL IMPACT ASSESMENT AND REGIONAL COORDINATION ACTION PLAN - FINAL PAYMENT		27,500.00	
EFT11340	12/03/2020	BE Stearne & Co Pty Ltd	80MM PVC SLIP-FIX REPAIR COUPLING & 80MM PVC SOCKET	1		255.30
INV 79214	25/02/2020	BE Stearne & Co Pty Ltd	80MM PVC SLIP-FIX REPAIR COUPLING & 80MM PVC SOCKET		255.30	
EFT11341	12/03/2020	Best Office Systems	HOPETOUN OFFICE - PRINTING READINGS - FEBRUARY 2020	1		192.63
INV 568532	21/02/2020	Best Office Systems	PRINTER ISSUE - TRAVEL TO SITE TO REPAIR		88.00	
INV 569046	27/02/2020	Best Office Systems	HOPETOUN OFFICE - PRINTING READINGS - FEBRUARY 2020		104.63	
EFT11342	12/03/2020	Bluesteel Enterprises Pty Ltd	3M E-A-R CABOFLEX 600 BANDED HEARING PROTECTOR (BOX OF 10)	1		1,036.20
INV 66547	16/01/2020	Bluesteel Enterprises Pty Ltd	3M E-A-R CABOFLEX 600 BANDED HEARING PROTECTOR (BOX OF 10)		1,036.20	
EFT11343	12/03/2020	Bob Waddell & Associates Pty Ltd	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB W/E 01/03/2020	1		5,112.80
INV 1955	02/03/2020	Bob Waddell & Associates Pty Ltd	FINANCIAL CONSULTANCY SERVICES 20/21 BUDGET - BEV WEBB W/E 01/03/2020		5,112.80	
EFT11344	12/03/2020	Bunnings Group Ltd	SANDLEFORD BLACK NAPOLI STAINLESS STEEL WALL MOUNT LETTERBOX	1		64.82
INV 2022/99821/02/2020		Bunnings Group Ltd	SANDLEFORD BLACK NAPOLI STAINLESS STEEL WALL MOUNT LETTERBOX		64.82	
EFT11345	12/03/2020	Claire Balasubramanian	REFUND OF CHILDCARE FEES	1		158.41



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INV REFUND	24/02/2020	Claire Balasubramanian	REFUND OF CHILDCARE FEES		158.41	
EFT11346	12/03/2020	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 24/02/2020	1		1,835.38
INV BWR03	206/03/2020	Commonwealth Bank	ATM CASH SERVICING AND MAINTENANCE - 24/02/2020		1,835.38	
EFT11347	12/03/2020	Community Spirit Newspaper Inc	ADVERTISEMENT - CHILDCARE CO-ORDINATOR	1		188.00
INV 23429	16/02/2020	Community Spirit Newspaper Inc	BUSINESS SERVICE DIRECTORY - HOPETOUN RAVENSTHORPE MEDICAL		80.00	
INV 23479	27/02/2020	Community Spirit Newspaper Inc	ADVERTISEMENT - CHILDCARE CO-ORDINATOR		108.00	
EFT11348	12/03/2020	Dick's Electronics Esperance	2 X SAT KING BOX DVBS2-980CA	1		977.00
INV 4981000020	02/2020	Dick's Electronics Esperance	CHIQ 40" FHD LED SMART TV		379.00	
INV 4981000127	02/2020	Dick's Electronics Esperance	2 X SAT KING BOX DVBS2-980CA		598.00	
EFT11349	12/03/2020	Edna Smart	BOND REFUND	1		400.00
INV T1287	12/03/2020	Edna Smart	BOND REFUND	1	400.00	
EFT11350	12/03/2020	Esperance Communications	1 X CV1013-0611-11 FLIT BP 108-136 1/4W 6 SPECIFIC FREQUENCY & LABOUR, FREIGHT, TRAVEL	1		2,872.50
INV 5063245	04/03/2020	Esperance Communications	1 X CV1013-0611-11 FLIT BP 108-136 1/4W 6 SPECIFIC FREQUENCY & LABOUR, FREIGHT, TRAVEL		2,872.50	
EFT11351	12/03/2020	Esperance Fire Services	JACKING PUMP MONTHLY INSPECTION AND TESTING & 2 LOG BOOK FIRE PUMPSETS & TRAVEL COST	1		443.30
INV 07395	20/02/2020	Esperance Fire Services	JACKING PUMP MONTHLY INSPECTION AND TESTING & 2 LOG BOOK FIRE PUMPSETS & TRAVEL COST		443.30	
EFT11352	12/03/2020	Fitzgerald Strategies	ADVICE ON EMPLOYMENT MATTER	1		399.75
INV 2045	03/03/2020	Fitzgerald Strategies	ADVICE ON EMPLOYMENT MATTER		399.75	
EFT11353	12/03/2020	Grants Empire	HOPETOUN OVAL IRRIGATION - DEVELOP CSRFF APPLICATION - PAYMENT 1 OF 2	1		660.00
INV 1865	25/02/2020	Grants Empire	HOPETOUN OVAL IRRIGATION - DEVELOP CSRFF APPLICATION - PAYMENT 1 OF 2		660.00	

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EFT11354	12/03/2020	Hopetoun Iga	SETTLEMENT OF LITTLE BARRENS ON-HOLD ACCOUNT - FEBRUARY 2020	1		50.90
INV FEB 202004/03/2020		Hopetoun Iga	SETTLEMENT OF LITTLE BARRENS ON-HOLD ACCOUNT - FEBRUARY 2020		50.90	
EFT11355	12/03/2020	Hopetoun Panel & Paint Pty Ltd	REMOVE AND REFIT NEW FRONT WINDSCREEN IN HINO TRUCK	1		1,269.09
INV 621	21/02/2020	Hopetoun Panel & Paint Pty Ltd	REMOVE AND REFIT NEW SIDE WINDSCREEN IN KOMATSU LOADER		324.87	
INV 622	21/02/2020	Hopetoun Panel & Paint Pty Ltd	REMOVE AND REFIT NEW FRONT WINDSCREEN IN HINO TRUCK		944.22	
EFT11356	12/03/2020	Hopetoun Tyres & Batteries	2 X 295/80R22.5 DOUBLE COIN STEER TYRES	1		2,312.20
INV 0028	22/02/2020	Hopetoun Tyres & Batteries	2 X AVANTUS VM300 11R22.5		587.40	
INV 0029	23/02/2020	Hopetoun Tyres & Batteries	2 X 215/75R17.5 YOKAHAMA TRUCK TYRES		774.40	
INV 0030	24/02/2020	Hopetoun Tyres & Batteries	2 X 295/80R22.5 DOUBLE COIN STEER TYRES		950.40	
EFT11357	12/03/2020	Jerramungup Electrical Service (New)	TV IN COUNCIL CHAMBERS & INSTALL POWER TO RECORDS SEA CONTAINER	1		1,486.90
INV 1176	26/02/2020	Jerramungup Electrical Service (New)	TV IN COUNCIL CHAMBERS & INSTALL POWER TO RECORDS SEA CONTAINER		1,486.90	
EFT11358	12/03/2020	KESCO Educational PTY LTD	ORDER N2583066 SLEEPING EQUIPMENT SET AND SHEETS	1		1,200.66
INV 4389446730/01/2020		KESCO Educational PTY LTD	ORDER N2583066 SLEEPING EQUIPMENT SET AND SHEETS		1,200.66	
EFT11359	12/03/2020	Kleenwest Distributors	VARIOUS CLEANING PRODUCTS	1		1,128.85
INV 4558	26/02/2020	Kleenwest Distributors	VARIOUS CLEANING PRODUCTS		1,128.85	
EFT11360	12/03/2020	Livingston Medical	FULL EMPLOYMENT MEDICAL - MEGHAN SYMONDS - INCLUDING DRUG & ALCOHOL LAB TEST	1		682.00
INV 37123	25/02/2020	Livingston Medical	FULL EMPLOYMENT MEDICAL - MEGHAN SYMONDS - INCLUDING DRUG & ALCOHOL LAB TEST		341.00	
INV 37252	03/03/2020	Livingston Medical	FULL EMPLOYMENT MEDICAL - SHELLEY HAYES - INCLUDING DRUG & ALCOHOL LAB TEST		341.00	

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EFT11361	12/03/2020	Lloydey's Power Services	FIX LIGHTS IN DOCTORS SURGERY	1		683.40
INV 0324	25/02/2020	Lloydey's Power Services	ISSUE AT RAVENSTHORPE WORKS DEPOT - 2 X NEW LIGHTS AND LABOUR		283.05	
INV 330	03/03/2020	Lloydey's Power Services	FIX LIGHTS IN DOCTORS SURGERY		400.35	
EFT11362	12/03/2020	Lux Kirupakaran	GYM KEY BOND REFUND	1		20.00
INV BOND RI03/03/2020	03/03/2020	Lux Kirupakaran	GYM KEY BOND REFUND		20.00	
EFT11363	12/03/2020	MedTech Healthcare	MONTHLY SITE SUPPORT - MARCH 2020	1		110.00
INV 050984	02/02/2020	MedTech Healthcare	MONTHLY SITE SUPPORT - MARCH 2020		110.00	
EFT11364	12/03/2020	Melissa Pollock	REFUND OF CHILDCARE FEES	1		57.68
INV REFUND27/02/2020	27/02/2020	Melissa Pollock	REFUND OF CHILDCARE FEES		57.68	
EFT11365	12/03/2020	Meridian Agencies (Weistermann Family Trust)	VARIOUS OFFICE STATIONARY	1		489.13
INV 504	03/03/2020	Meridian Agencies (Weistermann Family Trust)	100 X POSTAGE STAMPS 20/02/2020		110.00	
INV 505	03/03/2020	Meridian Agencies (Weistermann Family Trust)	A4 TAB DIVIDERS & ADHESIVE NOTES		83.61	
INV 503	03/03/2020	Meridian Agencies (Weistermann Family Trust)	VARIOUS OFFICE STATIONARY		295.52	
EFT11366	12/03/2020	Mrs G's Catering	CATERING X 17 MEETING ATTENDEES - MORNING TEA AND LUNCH	1		890.80
INV 1195	28/02/2020	Mrs G's Catering	CATERING X 17 MEETING ATTENDEES - MORNING TEA AND LUNCH		890.80	
EFT11367	12/03/2020	Munglinup Roadhouse	MAINTENANCE / CLEANING MUNGLINUP PUBLIC FACILITIES	1		2,224.74
INV 191189	08/02/2020	Munglinup Roadhouse	52.56L DIESEL - FIRE INC #466665		81.47	
INV 193531	20/02/2020	Munglinup Roadhouse	MUNGLINUP BFB - GAVIN GIBSON - FOOD AND FUEL - FIRE INC #466665		348.80	
INV 195586	29/02/2020	Munglinup Roadhouse	MAINTENANCE / CLEANING MUNGLINUP PUBLIC FACILITIES		1,450.00	
INV 195585	29/02/2020	Munglinup Roadhouse	MAINTENANCE OF THE MUNGLINUP LANDFILL SITE - 3 HRS - FEBRUARY 2020		247.50	

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INV 195861	02/03/2020	Munglinup Roadhouse	FUEL FOR FIRETRUCK - FIRE INC #466665		96.97	
EFT11368	12/03/2020	Perfect Computer Solutions	IT SUPPORT COSTS 10/02/2020 - 25/02/2020 & MONTHLY FEE FEBRUARY 2020	1		1,317.50
INV 25369	27/02/2020	Perfect Computer Solutions	IT SUPPORT COSTS FOR THE MEDICAL CENTRE - 18/02/2020		85.00	
INV 25368	27/02/2020	Perfect Computer Solutions	IT SUPPORT COSTS 10/02/2020 - 25/02/2020 & MONTHLY FEE FEBRUARY 2020		977.50	
INV 25401	05/03/2020	Perfect Computer Solutions	IT SUPPORT COSTS 20/02/2020 - 28/02/2020		255.00	
EFT11369	12/03/2020	Peterkin	5000 X 105 X105 ENVELOPES	1		2,112.63
INV PET5615	26/02/2020	Peterkin	5000 X 105 X105 ENVELOPES		2,112.63	
EFT11370	12/03/2020	Ravensthorpe Agencies	SILVAN DDP 550 OPEN FLOW 20L/MIN PUMP	1		718.30
INV 29336	06/12/2019	Ravensthorpe Agencies	SILVAN DDP 550 OPEN FLOW 20L/MIN PUMP		449.90	
INV 29601	09/12/2019	Ravensthorpe Agencies	1KG METSULFURON		72.60	
INV 30590	19/02/2020	Ravensthorpe Agencies	1 X 20KG EP2 GREASE		195.80	
EFT11371	12/03/2020	Ravensthorpe Building Supplies	DGA504RTE 125MM ANGLE GRINDER WITH 2 X 5AH BATTERIES RAPID CHARGER AND CARRY CASE	1		1,138.00
INV 3623	26/02/2020	Ravensthorpe Building Supplies			1,138.00	
EFT11372	12/03/2020	Ravensthorpe Mechanical Services	TYRE REPAIR 14-17	1		32.50
INV 36266	27/02/2020	Ravensthorpe Mechanical Services	TYRE REPAIR 14-17		32.50	
EFT11373	12/03/2020	Redman Farms Pty Ltd ATF The Katlin Trust	SUPPLY OF 900L DIESEL FOR INC# 467465 LAURINA RD FIRE	1		1,168.20
INV 5	01/03/2020	Redman Farms Pty Ltd ATF The Katlin Trust	SUPPLY OF 900L DIESEL FOR INC# 467465 LAURINA RD FIRE		1,168.20	
EFT11374	12/03/2020	Retravisision	BIRKO 20LTR URN, 2 x SURGE PROTECTORS & KAMBROOK 8LTR URN	1		525.90
INV 6008008821	02/2020	Retravisision	BIRKO 20LTR URN, 2 x SURGE PROTECTORS & KAMBROOK 8LTR URN		525.90	

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EFT11375	12/03/2020	Rod Styles	BOND REFUND	1		20.00
INV T1596	12/03/2020	Rod Styles	BOND REFUND	1	20.00	
EFT11376	12/03/2020	Roselea Trading	Hopetoun Gym Rent	1		638.45
INV RENT	03/03/2020	Roselea Trading	Hopetoun Gym Rent		488.34	
INV RATES	03/03/2020	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT11377	12/03/2020	Shire of Ravensthorpe Social Club	Payroll deductions	1		95.00
INV DEDUCT09/03/2020		Shire of Ravensthorpe Social Club	Payroll deductions		95.00	
EFT11378	12/03/2020	Sigma Chemicals	VINYL CEMENT, LIQ CHLOR, DRUM POLY, PALLET, HYDROCHLORIC ACID, SODIUM BICARBINATE	1		1,057.10
INV 137432/0119/02/2020		Sigma Chemicals	VINYL CEMENT, LIQ CHLOR, DRUM POLY, PALLET, HYDROCHLORIC ACID, SODIUM BICARBINATE		1,057.10	
EFT11379	12/03/2020	Stagg's Mechanical Repairs	CARRY OUT WHEEL ALIGNMENT ON FUSO CANTER TRUCK	1		88.00
INV 14492	20/02/2020	Stagg's Mechanical Repairs	CARRY OUT WHEEL ALIGNMENT ON FUSO CANTER TRUCK		88.00	
EFT11380	12/03/2020	Tim Schofield	GYM KEY BOND REFUND	1		20.00
INV BOND R105/03/2020		Tim Schofield	GYM KEY BOND REFUND		20.00	
EFT11381	12/03/2020	Toll Transport Pty Ltd	FREIGHT CHARGES - SUNNY INDUSTRIAL	1		227.48
INV 0440-S3011/02/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - HERSEY, PACCAR, ARMADALE MOWER, CJD KENWORTH		77.03	
INV 0441-S3023/02/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - SUNNY INDUSTRIAL		150.45	
EFT11382	12/03/2020	WA Rangers Association Inc.	MEMBERSHIP - BEAU SHEPHERD & MICHAELA PRITCHARD	1		100.00
INV 34	19/02/2020	WA Rangers Association Inc.	MEMBERSHIP - BEAU SHEPHERD & MICHAELA PRITCHARD		100.00	
EFT11383	12/03/2020	WINC Australia Pty Ltd	VARIOUS CHILDCARE CONSUMABLES	1		7.87
INV 9031434520/02/2020		WINC Australia Pty Ltd	VARIOUS CHILDCARE CONSUMABLES		7.87	

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EFT11384	12/03/2020	WSP Opus Australia Pty Ltd	AGRN 743 WANDRRA ASSISTANCE 01/11/2019 - 31/01/2020	1		59,892.45
INV 6405479013/02/2020		WSP Opus Australia Pty Ltd	AGRN 743 WANDRRA ASSISTANCE 01/11/2019 - 31/01/2020		59,892.45	
EFT11385	12/03/2020	Wavecrest Bar & Bistro	50 X VOLUNTEER MEALS & REFRESHMENTS - LAURINA/ROAD 11 BUSHFIRE 15.02.2020	1		740.00
INV 0180	25/02/2020	Wavecrest Bar & Bistro	50 X VOLUNTEER MEALS & REFRESHMENTS - LAURINA/ROAD 11 BUSHFIRE 15.02.2020		740.00	
EFT11386	12/03/2020	Willem Liebenberg	BOND REFUND	1		20.00
INV T694	12/03/2020	Willem Liebenberg	BOND REFUND	1	20.00	
EFT11387	17/03/2020	Echelon Promotions	Executive Officer Support Services to CEO	1		6,160.00
INV 0317-20	17/03/2020	Echelon Promotions	Executive Officer Support Services to CEO		6,160.00	
EFT11388	23/03/2020	4 Rivers Plumbing & Gas	ACCESS CHAMBER RAVENSTHORPE - PAYMENT 2 OF 2	1		9,480.13
INV 5126	14/01/2020	4 Rivers Plumbing & Gas	INSPECT LEAKING TAP IN MALE TOILET SINK AND REPAIR		145.20	
INV 5157B	11/02/2020	4 Rivers Plumbing & Gas	ACCESS CHAMBER RAVENSTHORPE - PAYMENT 2 OF 2		6,681.00	
INV 5220	10/03/2020	4 Rivers Plumbing & Gas	INSTALL DUAL WATER FILTERS AT THE CUB HOUSE		1,583.63	
INV 5231	11/03/2020	4 Rivers Plumbing & Gas	CHILD CARE CENTRE PUMP OUT GREASE TRAP AT HOPETOUN COMMUNITY CENTRE		1,070.30	
EFT11389	23/03/2020	Australia Post	POSTAGE CHARGES - FEBRUARY 2020	1		618.54
INV 1009387603/03/2020		Australia Post	POSTAGE CHARGES - FEBRUARY 2020		618.54	
EFT11390	23/03/2020	Australian Taxation Office (ATO)	BAS RETURN FEBRUARY 2020	1		44,334.00
INV BAS FEB19/03/2020		Australian Taxation Office (ATO)	BAS RETURN FEBRUARY 2020		44,334.00	
EFT11391	23/03/2020	Bluesteel Enterprises Pty Ltd	RECOVERY STRAP, CARRY BAG, 5LT JERRY CAN, POURER, FACEMASK & FILTER	1		930.00
INV 66546	16/01/2020	Bluesteel Enterprises Pty Ltd	RECOVERY STRAP, CARRY BAG, 5LT JERRY CAN, POURER, FACEMASK & FILTER		930.00	

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EFT11392	23/03/2020	Cleanaway Pty Ltd	WEEKLY FRONT LIFT BIN COLLECTION STARVATION BAY - FEBRUARY 2020	1		693.00
INV 2156767729/02/2020		Cleanaway Pty Ltd	WEEKLY FRONT LIFT BIN COLLECTION MASON BAY CAMPSITE - FEBRUARY 2020		77.00	
INV 2156767829/02/2020		Cleanaway Pty Ltd	WEEKLY FRONT LIFT BIN COLLECTION STARVATION BAY - FEBRUARY 2020		616.00	
EFT11393	23/03/2020	DTE Enterprises Pty Ltd - trading as Down to Earth Training & Assessing	TRAFFIC MANAGEMENT TRAINING 26-28TH FEBRUARY 2020	1		5,408.25
INV 30873	04/03/2020	DTE Enterprises Pty Ltd - trading as Down to Earth Training & Assessing	TRAFFIC MANAGEMENT TRAINING 26-28TH FEBRUARY 2020		5,408.25	
EFT11394	23/03/2020	David Kerr	REIMBURSEMENT FOR LOCKS & CLEANING SUPPLIES	1		115.68
INV REIMBU118/03/2020		David Kerr	REIMBURSEMENT FOR LOCKS & CLEANING SUPPLIES		115.68	
EFT11395	23/03/2020	Day and Nite Maintenance	70,000KM SERVICE - RA3359	1		1,713.80
INV 209	24/02/2020	Day and Nite Maintenance	70,000KM SERVICE - RA3359		600.60	
INV 211	04/03/2020	Day and Nite Maintenance	30,000KM SERVICE - RA106		512.60	
INV 210	10/03/2020	Day and Nite Maintenance	SERVICE - RA279		600.60	
EFT11396	23/03/2020	Department of Transport (Shire Licensing)	PLATE CHANGE 1GZL130 TO RA3867	1		27.70
INV 1079727711/03/2020		Department of Transport (Shire Licensing)	PLATE CHANGE 1GZL130 TO RA3867		27.70	
EFT11397	23/03/2020	Eddies Pest & Weed Control	TERMITE INSPECTION & ANT TREATMENT OF SHIRE BUILDINGS	1		16,363.60
INV 1026	14/03/2020	Eddies Pest & Weed Control	TERMITE INSPECTION & ANT TREATMENT OF SHIRE BUILDINGS		16,363.60	
EFT11398	23/03/2020	Farmers Centre Pty Ltd	1 X M30SK PARKER SEAL KIT	1		143.04
INV 717836	09/03/2020	Farmers Centre Pty Ltd	1 X M30SK PARKER SEAL KIT		129.25	
INV 717838	09/03/2020	Farmers Centre Pty Ltd	2 X M/TOGGLE		13.79	
EFT11399	23/03/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS & OEM	1		999.50
INV 73671	29/02/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS & OEM		804.97	

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INV 74480	13/03/2020	Freight Lines Group	FREIGHT CHARGES - SIGMA CHEMICALS, 4 PARK & JBS		194.53	
EFT11400	23/03/2020	Hansen Pty Ltd T/A Forpark Australia Pty Ltd	5714 QUADROCKER BEAM 3.0M X 1 COLOUR BLUE	1		267.30
INV 45321	09/03/2020	Hansen Pty Ltd T/A Forpark Australia Pty Ltd	5714 QUADROCKER BEAM 3.0M X 1 COLOUR BLUE		267.30	
EFT11401	23/03/2020	Hays Specialist Recruitment	ACTING EA - KIM BRANSBY - W/E 08/03/2020	1		397.45
INV 9092493	11/03/2020	Hays Specialist Recruitment	ACTING EA - KIM BRANSBY - W/E 08/03/2020		397.45	
EFT11402	23/03/2020	Hopetoun Men In Sheds Incorporated	WEEKEND RELIEF MANNING OF THE HOPETOUN TRANSFER STATION - FEBRUARY 2020	1		900.00
INV 281	29/02/2020	Hopetoun Men In Sheds Incorporated			900.00	
EFT11403	23/03/2020	Hopetoun Plumbing and Gas	REPAIR BROKEN STANDPIPE IN HOPETOUN	1		1,815.00
INV 2181	25/02/2020	Hopetoun Plumbing and Gas	REPAIR BROKEN STANDPIPE IN HOPETOUN		1,270.50	
INV 2200	10/03/2020	Hopetoun Plumbing and Gas	UNBLOCK DRAIN AT WEST BEACH TOILETS		407.00	
INV 2201	10/03/2020	Hopetoun Plumbing and Gas	REPAIR BURST WATER PIPE AT MCCULLOCH PARK		137.50	
EFT11404	23/03/2020	JR & A Hersey Pty Ltd	SPECTACLE W/ROUND POLY SMOKE X 12, REFLECTIVE BEANIE BLACK X 1 & CANVAS HAT NAVY	1		149.48
INV 46929	21/01/2020	JR & A Hersey Pty Ltd	SPECTACLE W/ROUND POLY SMOKE X 12, REFLECTIVE BEANIE BLACK X 1 & CANVAS HAT NAVY		149.48	
EFT11405	23/03/2020	James Robert Hinch	FIX LIGHTS ON SHAFER LOADER	1		250.00
INV INV0034	03/03/2020	James Robert Hinch	FIX LIGHTS ON SHAFER LOADER		250.00	
EFT11406	23/03/2020	Kellie-Lorraine Kennedy	BOND REFUND	1		20.00
INV T819	23/03/2020	Kellie-Lorraine Kennedy	BOND REFUND	1	20.00	
EFT11407	23/03/2020	Kerry Pryor	BOND REFUND	1		100.00
INV T1601	23/03/2020	Kerry Pryor	BOND REFUND	1	100.00	
EFT11408	23/03/2020	Kleenheat Gas	YEARLY FACILITY FEES	1		158.40
INV 6023916929	02/2020	Kleenheat Gas	YEARLY FACILITY FEES		158.40	



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EFT11409	23/03/2020	Lindsay Freegard T/as Southern Mulching Services & Chipmonks Treelopping	FIRE BREAK COMPLIANCE - A13388 LOT 50 LECHNENAULTIA DRIVE	1		2,597.00
INV 3094	08/03/2020	Lindsay Freegard T/as Southern Mulching Services & Chipmonks Treelopping	FIRE BREAK COMPLIANCE - A1219 LOT 19 CAMBEWARRA DRIVE		177.00	
INV 3096	08/03/2020	Lindsay Freegard T/as Southern Mulching Services & Chipmonks Treelopping	FIRE BREAK COMPLIANCE - A13390 LOT 333 HOPETOUN-RAVENSTHORPE ROAD		990.00	
INV 3093	08/03/2020	Lindsay Freegard T/as Southern Mulching Services & Chipmonks Treelopping	FIRE BREAK COMPLIANCE - A1160 LOT 20 BLUE VISTA		330.00	
INV 3095	08/03/2020	Lindsay Freegard T/as Southern Mulching Services & Chipmonks Treelopping	FIRE BREAK COMPLIANCE - A13388 LOT 50 LECHNENAULTIA DRIVE		1,100.00	
EFT11410	23/03/2020	Lloydey's Power Services	INSTALL 2 X LIGHTS AT TIGERLAND FOR THE PLAYGROUND	1		1,176.20
INV 335	10/03/2020	Lloydey's Power Services	DISCONNECT POWER TO SHED & INSPECT OVEN IGNITION		148.50	
INV 0339	13/03/2020	Lloydey's Power Services	INSTALL 2 X LIGHTS AT TIGERLAND FOR THE PLAYGROUND		1,027.70	
EFT11411	23/03/2020	Melville Toyota SERVCO Australia Melville Pty Ld	HILUX 4X4 DSL E/C/C 6AT WORKMATE & ON ROAD COSTS	1		52,348.00
INV RI11223411/03/2020		Melville Toyota SERVCO Australia Melville Pty Ld	HILUX 4X4 DSL E/C/C 6AT WORKMATE & ON ROAD COSTS		52,348.00	
EFT11412	23/03/2020	Novus Auto Glass- Esperance	INSURANCE EXCESS FOR WINDSCREEN REPLACEMENT - 0RA	1		912.50
INV 8158451	12/02/2020	Novus Auto Glass- Esperance	INSURANCE EXCESS FOR WINDSCREEN REPLACEMENT - 0RA		500.00	
INV 8158518	11/03/2020	Novus Auto Glass- Esperance	REPLACE WINDSCREEN ON SR5 HILUX - RA025		412.50	
EFT11413	23/03/2020	Nutrien Ag Solutions Ravensthorpe	72 X 20KG BUILDERS CHOICE RAPID SET CEMENT	1		3,161.46
INV 9025825805/02/2020		Nutrien Ag Solutions Ravensthorpe	1 X PACK OF TEN DUST MASKS		37.29	
INV 9025831205/02/2020		Nutrien Ag Solutions Ravensthorpe	1 X PACK OF FIFTY SECURITEX HR XXL GLOVES		31.35	
INV 9025819805/02/2020		Nutrien Ag Solutions Ravensthorpe	2 x 45KG GAS BOTTLES		310.90	
INV 9025860506/02/2020		Nutrien Ag Solutions Ravensthorpe	72 X 20KG BUILDERS CHOICE RAPID SET CEMENT		788.04	
INV 9026016712/02/2020		Nutrien Ag Solutions Ravensthorpe	WIAU AUSTMIG ES6 0.9MM MIG WIRE 15KG		159.50	

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INV 9026027212/02/2020		Nutrien Ag Solutions Ravensthorpe	72 X BUILDERS CHOICE FAST 20KG		788.04	
INV 9026039813/02/2020		Nutrien Ag Solutions Ravensthorpe	2 X PHIL CLAMP, 2 X PHIL TANK FLANGE OUTLET & 2 X PHIL CAMLOCK		108.94	
INV 9026197918/02/2020		Nutrien Ag Solutions Ravensthorpe	VARIOUS PARTS AND FITTINGS		479.70	
INV 9026214819/02/2020		Nutrien Ag Solutions Ravensthorpe	VARIOUS PARTS & FITTINGS		256.95	
INV 9026232519/02/2020		Nutrien Ag Solutions Ravensthorpe	1 X BLUN BOOT 992 SAFETY ZIP L/U WHEAT 5 BOOTS FOR SUE-ELLEN HERWIG		200.75	
EFT11414	23/03/2020	R and R Heavy Diesel Services	DAF OIL COOLER KIT, DAF COOLANT, LABOUR AND REPLACE THERMOSTAT	1		2,589.48
INV 4034	09/03/2020	R and R Heavy Diesel Services	TRAVEL TO SITE & CARRY OUT 250HR SERVICE		413.05	
INV 4035	09/03/2020	R and R Heavy Diesel Services	DAF OIL COOLER KIT, DAF COOLANT, LABOUR AND REPLACE THERMOSTAT		2,176.43	
EFT11415	23/03/2020	Ravensthorpe Agencies	TWO WAY ANTENNA UNIDEN M477 4.5DB UHF-FIBREGLASS FULL BRAID	1		18.70
INV 30643	24/02/2020	Ravensthorpe Agencies	TWO WAY ANTENNA UNIDEN M477 4.5DB UHF-FIBREGLASS FULL BRAID		18.70	
EFT11416	23/03/2020	Ravensthorpe Building Supplies	6 X CRACK GAUGES FOR 29 DUNN ST UNITS PLUS POSTAGE \$10	1		188.20
INV 3802	10/03/2020	Ravensthorpe Building Supplies	6 X CRACK GAUGES FOR 29 DUNN ST UNITS PLUS POSTAGE \$10		188.20	
EFT11417	23/03/2020	Ravensthorpe Motel	2 X NIGHTS ACCOMODATION 25 FEB 2020 - ALBANY HEALTH INSPECTOR	1		220.00
INV 79	25/02/2020	Ravensthorpe Motel	2 X NIGHTS ACCOMODATION 25 FEB 2020 - ALBANY HEALTH INSPECTOR		220.00	
EFT11418	23/03/2020	Shire of Esperance	PLANNING SERVICES - FEBRUARY 2020	1		6,277.25
INV 74923	05/03/2020	Shire of Esperance	PLANNING SERVICES - FEBRUARY 2020		6,277.25	
EFT11419	23/03/2020	South Coast Foodservice	10 X PURELL HAND SANITIZER GEL 1.2LT & DISPENSERS	1		470.98
INV 4263712	10/03/2020	South Coast Foodservice	10 X PURELL HAND SANITIZER GEL 1.2LT & DISPENSERS		379.50	
INV 4263711	10/03/2020	South Coast Foodservice	4 X MIHAPPRAISE.5 APPRAISE HAND SOAP 5L		91.48	

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**Shire of Ravensthorpe**  
**Creditor List of Accounts paid - March 2020**

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11420	23/03/2020	South Coastal Agencies	2 X UNDERBODY TOOLBOXES WHITE & WATER TANK 25L	1		576.40
INV 544	27/02/2020	South Coastal Agencies	2 X UNDERBODY TOOLBOXES WHITE & WATER TANK 25L		576.40	
EFT11421	23/03/2020	The Roast N Grill Cafe	CATERING FOR BASIC TRAFFIC MANAGEMENT TRAINING X 12 STAFF	1		778.80
INV 23	28/02/2020	The Roast N Grill Cafe			778.80	
EFT11422	23/03/2020	Toll Transport Pty Ltd	FREIGHT CHARGES - STRATGREEN	1		75.17
INV 0442-S30:01/03/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - SHIRE OF ESPERANCE		27.90	
INV 0443-S30:15/03/2020		Toll Transport Pty Ltd	FREIGHT CHARGES - STRATGREEN		47.27	
EFT11423	23/03/2020	Wendy Spaans	TRAVEL COSTS TO HOPETOUN OFFICE - NO SHIRE VEHICLE AVAILABLE	1		78.00
INV TRAVEL 16/03/2020		Wendy Spaans	TRAVEL COSTS TO HOPETOUN OFFICE - NO SHIRE VEHICLE AVAILABLE		78.00	
EFT11424	23/03/2020	Wood & Grieve Engineers Pty Ltd	PROVIDE COST ESTIMATE: FLOATER ROAD STAGE 2	1		1,655.50
INV 252330	27/02/2020	Wood & Grieve Engineers Pty Ltd	PROVIDE COST ESTIMATE: FLOATER ROAD STAGE 2		1,655.50	
EFT11425	23/03/2020	Woodlands Distributors & Agencies	ANIMAL BODY BAGS	1		218.76
INV RAV1-00:10/03/2020		Woodlands Distributors & Agencies	ANIMAL BODY BAGS		218.76	
EFT11426	27/03/2020	ETS Transport	REMOVAL SERVICES FOR FERN DOLPHIN - COORDINATOR THE CUB HOUSE	1		3,500.00
INV INV0011 26/03/2020		ETS Transport	REMOVAL SERVICES FOR FERN DOLPHIN - COORDINATOR THE CUB HOUSE		3,500.00	
DD5185.1	09/03/2020	WA Local Government Super Plan	Payroll deductions	1		9,751.08
INV SUPER	09/03/2020	WA Local Government Super Plan	Superannuation contributions	1	7,884.00	
INV DEDUCT09/03/2020		WA Local Government Super Plan	Payroll deductions	1	210.00	
INV DEDUCT09/03/2020		WA Local Government Super Plan	Payroll deductions	1	172.80	
INV DEDUCT09/03/2020		WA Local Government Super Plan	Payroll deductions	1	1,144.74	

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Shire of Ravensthorpe  
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT09/03/2020		WA Local Government Super Plan	Payroll deductions	1	47.33	
INV DEDUCT09/03/2020		WA Local Government Super Plan	Payroll deductions	1	219.13	
INV DEDUCT09/03/2020		WA Local Government Super Plan	Payroll deductions	1	73.08	
DD5185.2	09/03/2020	BT Super	Superannuation contributions	1		430.80
INV SUPER	09/03/2020	BT Super	Superannuation contributions	1	430.80	
DD5185.3	09/03/2020	Rest Superannuation	Superannuation contributions	1		565.48
INV SUPER	09/03/2020	Rest Superannuation	Superannuation contributions	1	565.48	
DD5185.4	09/03/2020	BUSSQ	Payroll deductions	1		453.02
INV SUPER	09/03/2020	BUSSQ	Superannuation contributions	1	336.86	
INV DEDUCT09/03/2020		BUSSQ	Payroll deductions	1	116.16	
DD5185.5	09/03/2020	ANZ Smart Choice Super	Superannuation contributions	1		180.50
INV SUPER	09/03/2020	ANZ Smart Choice Super	Superannuation contributions	1	180.50	
DD5185.6	09/03/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1		401.92
INV SUPER	09/03/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	401.92	
DD5185.7	09/03/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,275.52
INV DEDUCT09/03/2020		Australian Superannuation (Formally Westscheme)	Payroll deductions	1	481.90	
INV SUPER	09/03/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,743.62	
INV DEDUCT09/03/2020		Australian Superannuation (Formally Westscheme)	Payroll deductions	1	50.00	
DD5185.8	09/03/2020	Colonial First State	Superannuation contributions	1		389.14
INV DEDUCT09/03/2020		Colonial First State	Payroll deductions	1	57.65	
INV SUPER	09/03/2020	Colonial First State	Superannuation contributions	1	331.49	
DD5185.9	09/03/2020	MLC MasterKey Business Super	Superannuation contributions	1		553.00

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**Shire of Ravensthorpe**  
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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
INV DEDUCT09/03/2020		MLC MasterKey Business Super	Payroll deductions	1	48.97	
INV SUPER 09/03/2020		MLC MasterKey Business Super	Superannuation contributions	1	504.03	
DD5197.1	23/03/2020	WA Local Government Super Plan	Payroll deductions	1		10,168.71
INV SUPER 23/03/2020		WA Local Government Super Plan	Superannuation contributions	1	7,995.72	
INV DEDUCT23/03/2020		WA Local Government Super Plan	Payroll deductions	1	210.00	
INV DEDUCT23/03/2020		WA Local Government Super Plan	Payroll deductions	1	175.49	
INV DEDUCT23/03/2020		WA Local Government Super Plan	Payroll deductions	1	1,124.75	
INV DEDUCT23/03/2020		WA Local Government Super Plan	Payroll deductions	1	77.64	
INV DEDUCT23/03/2020		WA Local Government Super Plan	Payroll deductions	1	219.72	
INV DEDUCT23/03/2020		WA Local Government Super Plan	Payroll deductions	1	73.08	
INV DEDUCT23/03/2020		WA Local Government Super Plan	Payroll deductions	1	292.31	
DD5197.2	23/03/2020	BT Super	Superannuation contributions	1		404.08
INV SUPER 23/03/2020		BT Super	Superannuation contributions	1	404.08	
DD5197.3	23/03/2020	Rest Superannuation	Superannuation contributions	1		568.32
INV SUPER 23/03/2020		Rest Superannuation	Superannuation contributions	1	568.32	
DD5197.4	23/03/2020	BUSSQ	Payroll deductions	1		466.68
INV SUPER 23/03/2020		BUSSQ	Superannuation contributions	1	347.02	
INV DEDUCT23/03/2020		BUSSQ	Payroll deductions	1	119.66	
DD5197.5	23/03/2020	ANZ Smart Choice Super	Superannuation contributions	1		180.50
INV SUPER 23/03/2020		ANZ Smart Choice Super	Superannuation contributions	1	180.50	
DD5197.6	23/03/2020	The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1		401.92
INV SUPER 23/03/2020		The Trustee for The Dyer Super Fund (R Dyer)	Superannuation contributions	1	401.92	

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD5197.7	23/03/2020	GuildSuper	Superannuation contributions	1		361.00
INV SUPER	23/03/2020	GuildSuper	Superannuation contributions	1	361.00	
DD5197.8	23/03/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		3,227.15
INV SUPER	23/03/2020	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,684.98	
INV DEDUCT	23/03/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	492.17	
INV DEDUCT	23/03/2020	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	50.00	
DD5197.9	23/03/2020	Colonial First State	Superannuation contributions	1		395.95
INV DEDUCT	23/03/2020	Colonial First State	Payroll deductions	1	58.66	
INV SUPER	23/03/2020	Colonial First State	Superannuation contributions	1	337.29	
DD5216.1	23/03/2020	BANKWEST Corporate Mastercard	FEBRUARY 2020 STATEMENT	1		7,684.42
INV FEB 2020	23/03/2020	BANKWEST Corporate Mastercard	FEBRUARY 2020 STATEMENT	1	7,684.42	
DD5222.1	31/03/2020	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - MARCH 2020	1		28,494.05
INV MARCH	31/03/2020	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - MARCH 2020	1	28,494.05	
DD5222.2	31/03/2020	Synergy	PAYMENT BY AUTHORITY MARCH 2020	1		2,958.48
INV MARCH	31/03/2020	Synergy	PAYMENT BY AUTHORITY MARCH 2020	1	2,958.48	
DD5222.3	31/03/2020	Horizon Power	PAYMENT BY AUTHORITY MARCH 2020	1		3,439.75
INV MARCH	31/03/2020	Horizon Power	PAYMENT BY AUTHORITY MARCH 2020	1	3,439.75	
DD5222.5	16/03/2020	SG Fleet	LEASE RENTALS MARCH 2020	1		13,496.72
INV AUSG002	16/03/2020	SG Fleet	LEASE RENTALS MARCH 2020	1	13,496.72	
DD5222.6	02/03/2020	Westnet Pty Ltd	ACCOUNT PAYMENT BY AUTHORITY MARCH 2020	1		416.80
INV MARCH	02/03/2020	Westnet Pty Ltd	ACCOUNT PAYMENT BY AUTHORITY MARCH 2020	1	416.80	
DD5222.7	30/03/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - MARCH 2020	1		12,172.18

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
INV WATC M30/03/2020		WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - MARCH 2020	1	12,172.18	
DD5222.8	31/03/2020	WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - MARCH 2020	1		28,668.47
INV WATC M31/03/2020		WA Treasury Corporation (WATC)	WATC LOAN REPAYMENTS - MARCH 2020	1	28,668.47	
DD5185.10	09/03/2020	Hesta Superannuation	Superannuation contributions	1		176.94
INV DEDUCT09/03/2020		Hesta Superannuation	Payroll deductions	1	30.51	
INV SUPER	09/03/2020	Hesta Superannuation	Superannuation contributions	1	146.43	
DD5185.11	09/03/2020	MLC Superannuation	Superannuation contributions	1		50.52
INV SUPER	09/03/2020	MLC Superannuation	Superannuation contributions	1	50.52	
DD5185.12	09/03/2020	AMP Super	Superannuation contributions	1		59.09
INV SUPER	09/03/2020	AMP Super	Superannuation contributions	1	59.09	
DD5185.13	09/03/2020	BT Super for Life	Superannuation contributions	1		399.86
INV SUPER	09/03/2020	BT Super for Life	Superannuation contributions	1	399.86	
DD5185.14	09/03/2020	Care Super Pty Ltd	Superannuation contributions	1		173.03
INV SUPER	09/03/2020	Care Super Pty Ltd	Superannuation contributions	1	173.03	
DD5197.10	23/03/2020	MLC MasterKey Business Super	Superannuation contributions	1		514.52
INV DEDUCT23/03/2020		MLC MasterKey Business Super	Payroll deductions	1	42.40	
INV SUPER	23/03/2020	MLC MasterKey Business Super	Superannuation contributions	1	472.12	
DD5197.11	23/03/2020	MLC Superannuation	Superannuation contributions	1		49.32
INV SUPER	23/03/2020	MLC Superannuation	Superannuation contributions	1	49.32	
DD5197.12	23/03/2020	AMP Super	Superannuation contributions	1		59.09
INV SUPER	23/03/2020	AMP Super	Superannuation contributions	1	59.09	

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**Shire of Ravensthorpe**  
**Creditor List of Accounts paid - March 2020**

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD5197.13	23/03/2020	BT Super for Life	Superannuation contributions	1		396.28
INV SUPER	23/03/2020	BT Super for Life	Superannuation contributions	1	396.28	
DD5197.14	23/03/2020	Care Super Pty Ltd	Superannuation contributions	1		171.35
INV SUPER	23/03/2020	Care Super Pty Ltd	Superannuation contributions	1	171.35	
DD5197.15	23/03/2020	Hesta Superannuation	Superannuation contributions	1		115.92
INV SUPER	23/03/2020	Hesta Superannuation	Superannuation contributions	1	115.92	

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	Municipal Bank Account	<b>478,503.75</b>
<b>TOTAL</b>		<b>478,503.75</b>



# ATTACHMENT



LGE 028

Mr Gavin Pollock  
Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

Dear Mr Pollock

### Extraordinary Election

I refer to your letter received on 20 April 2020 requesting the Commission to conduct an extraordinary election as a postal election for the Shire of Ravensthorpe.

Following the discussion today between Kay Heron, WAEC Election Event Manager and Les Mainwaring, Shire of Ravensthorpe Director of Corporate and Community Services the election date that you had presented (14 July 2020) is unfortunately not practical given key milestone activities such as the close of nominations would then need to occur on a weekend. We have worked up an alternative election date of Friday 31 July 2020, with the key activities all occurring on weekdays – a copy of this timeline is attached for your consideration.

The estimated cost for the Commission to conduct the extraordinary election would be \$14,000 including GST which has been based on the following assumptions:

- 1,100 electors;
- Use of Australia Post's priority mail service;
- response rate of approximately 50%;
- appointment of a local Returning Officer; and
- count to be conducted in Ravensthorpe.

Costs not incorporated in this estimate include:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising); and
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns.

159599

The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis. Please note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for our charges is all materials at cost and a margin on staff time only.

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the extraordinary election.

In accordance with section 4.9(2) of the Local Government Act 1995, I approve the conduct of this election to occur outside of the usual time requirement within 4 months after the notified vacancy.

As the Shire of Ravensthorpe has already advised that Council has passed two motions for the Commission to firstly conduct the election and then to conduct this via a postal election – it is now a requirement for the amended election date to be accepted.

If you have any further queries please contact Kay Heron, Manager Election Events, on 9214 0430.

Yours sincerely



Robert Kennedy  
**ELECTORAL COMMISSIONER**

20 April 2020

Enc.



## ELECTION TIMETABLE Ravensthorpe Extraordinary Election

Days to Polling Day	Local Government Act	References to Act/Regs	Day	Date
80	Last day for agreement of Electoral Commissioner to conduct postal election.	LGA 4.20 (2)(3)(4)	Tue	12/05/2020
80	A decision made to conduct the election as a postal election cannot be rescinded after the 80th day.	LGA 4.61(5)	Tue	12/05/2020
70	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20 (4)	Fri	22/05/2020
70	Between the 70th/56th day the CEO is to give Statewide public notice of the time and date of close of enrolments.	LGA 4.39(2)	Fri	22/05/2020
to 56	<b>Preferred date Wednesday 27 May 2020</b>		to Fri	to 5/06/2020
56	Advertising may begin for nominations from 56 days and no later than 45 days before election day. <b>Preferred date Wednesday 10 June 2020</b>	LGA 4.47(1)	Fri	5/06/2020
50	Close roll 5.00pm	LGA 4.39(1)	Thu	11/06/2020
45	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)	Tue	16/06/2020
44	<b>Nominations Open</b> First day for candidates to lodge completed nomination paper, in the prescribed form, with the Returning Officer. Nominations period is open for 8 days.	LGA 4.49(a)	Wed	17/06/2020
38	If a candidate's nomination is withdrawn not later than 4pm on the 38th day before election day, the candidate's deposit is to be refunded.	Reg. 27(5)	Tue	23/06/2020
37	<b>Close of Nominations</b> 4.00pm on the 37th day before election day.	LGA 4.49(a)	Wed	24/06/2020
36	CEO to prepare an owners' & occupiers' roll for the election. Electoral Commissioner to prepare residents' roll.	LGA 4.41(1) LGA 4.40(2)	Thu	25/06/2020
28	Lodgement of election packages with Australia Post. Week Commenceing	Approx	Fri	3/07/2020
22	The preparation of any consolidated roll under subregulation (1) be completed on or before 22nd day before election day.	Reg. 18(2)	Thu	9/07/2020
19	Last day for the Returning Officer to give Statewide public notice of the election. <b>Preferred date Wednesday 1 July 2020</b>	LGA 4.64(1)	Sun	12/07/2020
3	Commence processing returned election packages	Approx	Tue	28/07/2020
0	<b>Election Day</b> Close of poll 6.00pm	LGA 4.7	Fri	31/07/2020

Post Polling Day	Post Declaration	References to Act/Regs	Day	Date
5	Election result advertisement.	LGA 4.77	Wed	5/08/2020
14	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election.	Reg.81	Fri	14/08/2020
28	An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	LGA 4.81(1)	Fri	28/08/2020

Roll Close

Nominations Open

Nominations Close

Election Day

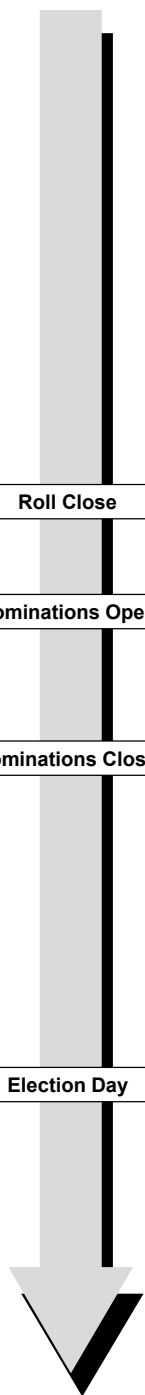


## ELECTION TIMETABLE Ravensthorpe Extraordinary Election

Days to Polling Day	Local Government Act	References to Act/Regs	Day	Date
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45	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)	Tue	16/06/2020
44	<b>Nominations Open</b> First day for candidates to lodge completed nomination paper, in the prescribed form, with the Returning Officer. Nominations period is open for 8 days.	LGA 4.49(a)	Wed	<b>17/06/2020</b>
38	If a candidate's nomination is withdrawn not later than 4pm on the 38th day before election day, the candidate's deposit is to be refunded.	Reg. 27(5)	Tue	23/06/2020
37	<b>Close of Nominations</b> 4.00pm on the 37th day before election day.	LGA 4.49(a)	Wed	<b>24/06/2020</b>
36	CEO to prepare an owners' & occupiers' roll for the election. Electoral Commissioner to prepare residents' roll.	LGA 4.41(1) LGA 4.40(2)	Thu	25/06/2020
28	Lodgement of election packages with Australia Post. Week Commenceing	Approx	Fri	3/07/2020
22	The preparation of any consolidated roll under subregulation (1) be completed on or before 22nd day before election day.	Reg. 18(2)	Thu	9/07/2020
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3	Commence processing returned election packages	Approx	Tue	28/07/2020
0	<b>Election Day</b> Close of poll 6.00pm	LGA 4.7	Fri	<b>31/07/2020</b>

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28	An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	LGA 4.81(1)	Fri	28/08/2020



**Roll Close**

**Nominations Open**

**Nominations Close**

**Election Day**